1. Call to Order

2. Agenda - Additions & Approval

3. Minutes - April 4, 2017
   a) Regular Meeting

4. Municipal Services
   a) Bylaw 2017/15 - Director of Emergency Management Stature Changes  
      Jason 17 - 19
   b) Library Board Appointments  
      Jason 20 - 23
   c) ASB Policy Approval - ASB P6.0  
      Jason 24 - 26
   d) Dunmore Off-Site Levy Payment  
      Jeffrey 27 - 30
   e) Great Sandhills Ltd. AGM  
      Doug 31 - 38
   f) Policy FP 5 - Paid on Call Compensation System  
      Doug 39 - 40
   g) Minister Response - SuperNet & Rural Broadband  
      Doug 41 - 44
   h) City of Medicine Hat Fire Services Agreement  
      Doug 45 - 46

5. Corporate Services
   a) Compensation System Policy - Proposed Amendment  
      Doug 47 - 55
   b) Policy ADM 4 Subsistence and Travel Expenses - Proposed Amendment  
      John 56 - 59
   c) Director of Corporate Services Report  
      John 60

6. Public Works
   a) Director of Public Works Report  
      Curtis 61 - 63

7. Reports
   a) CAO  
      Doug 64 - 69
b) Council Action Items
   c) Reeve / Councillors

8. In-Camera Session
   a) Land - FOIP 25 (1)
   b) Tsi Report - FOIP 16

9. Adjournment
PRESENT:
Darcy Geigle, Reeve
Dan Hamilton, Deputy Reeve
Dustin Vossler, Councillor
LeRay Pahl, Councillor
Richard Oster, Councillor
Ernest Mudie, Councillor
Garry Lentz, Councillor
Art Squire, Councillor
Alf Belyea, Councillor
Curtis Richter, Director of Public Works
John Belanger, Director of Corporate Services
Jeffrey Dowling, Planning Supervisor
LesleyAnn Collins, Executive Assistant

REGRETS:
Doug Henderson, CAO

CALL TO ORDER:
10:00 A.M.

AGENDA - ADDITIONS & APPROVAL:
Resolution No. 2017/142

Councillor Vossler moved to accept the agenda as presented.
Carried.

PUBLIC HEARING:
Reeve Geigle opened the Public Hearing for Bylaw 2017/08 Land Use Amendment and Bylaw 2017/09 Land Use Amendment.

Purpose of Public Hearing – Bylaw 2017/08

To discuss and receive public comment on Bylaw 2017/08 to re-classify a portion of the NW 23-12-5-W4, from Agricultural IDP District 1 “A-1 IDP” to Country Residential District “CR”.
Jeffrey Dowling explained Heather Bellamy has submitted application (16/A18) to reclassify a vacant 1.03 ha parcel from Agricultural IDP District 1 (A-1 IDP) to Country Residential District (CR) at the NW 23-12-5-W4. The intent is to create a separate title to sell to a family member to develop a residence. The property is located along Range Road 51A, and is approximately 1.6 km south of Highway 41A. The proposed parcel is also within the Rural Development Area of the Tri-Area Intermunicipal Development Plan.

The remainder of the agricultural title consists of cultivated crop land. There are other country residential acreages within 0.8 km that are further south along Range Road 51A.

The Planning Supervisor recommends approval, as the proposal complies with the Agricultural strategy under the Implementation of the Plan of the South Saskatchewan Regional Plan, Section 2.10.2 (a) of the Rural Development Area Policy, of the Tri-Area IDP, and Section 3.4 (n) of the County’s Municipal Development Plan.

**Applicant’s Comments**

The applicant, Heather Bellamy had no comments.

**Support of the Application**

None.

**Opposition of the Application**

None.

**Questions/Comments**

Councillor Pahl inquired why the proposed parcel was in the middle of the quarter section. Mr. Dowling stated that as you travel south there is a coulee with poor sight visibility, so the location was selected to meet the sight visibility requirements.

**Applicant’s Final Comments**

None.
Purpose of Public Hearing – Bylaw 2017/09

To discuss and receive public comment on Bylaw 2017/09 to re-classify a portion of the NW 21-11-5-W4, from Agricultural District 2 “A-2 General Agriculture” to Country Residential District “CR”.

Jeffrey Dowling explained Darren Houff has submitted application (17/A07), on behalf of his parents, Brian and Barbara Houff, to reclassify the entire 2.02 ha title, containing an existing residence, from Agricultural District 2 (A-2 General Agriculture) to Country Residential District (CR) at the NW 21-11-5-W4. The intent is to subdivide and create a second internal parcel to develop another residence for their son. The property is located on the east side of the Black and White Trail, and is approximately 4.0 km south of Township Road 120. The proposed parcel is outside of the Tri-Area Intermunicipal Development Plan.

There are other country residential districts within 1.6 km of the proposed site. If approved, this will result in the 3rd and final title to be created within the quarter section under the current MDP policies.

The Planning Supervisor recommends approval, as the proposal complies with the Agricultural strategy under the Implementation of the Plan of the South Saskatchewan Regional Plan, Section 3.4 (n) of the County’s Municipal Development Plan, and the Country Residential District regulations.

Applicant’s Comments

None.

Support of the Application

None.

Opposition of the Application

None.

Questions/Comments

None.
Applicant’s Final Comments

None.

The Reeve closed the Public Hearing.

MINUTES:  

Resolution No. 2017/143

Councillor Mudie moved to approve the minutes of the March 7th, 2017 Council meeting as amended by changing Resolution 2017/126 from postpone to lay on the table.

Carried.

DELEGATION:

Auditors KPMG – Audit Planning Presentation

KPMG presented the Audit Planning Report for the year ending December 31st, 2016 during the in-camera session.

IN-CAMERA SESSION

Resolution No. 2017/144

Councillor Lentz. moved to go in-camera at 10:17 A.M.

Carried.

Resolution No. 2017/145

Councillor Belyea moved to rise from in-camera at 11:04 A.M.

Carried.

RECESS: 11:04 A.M.

RECONVENE: 11:10 A.M.

MUNICIPAL SERVICES:

Bylaw 2017/08–Land Use Amendment (NW 23-12-5-W4)  

An application was received from Heather Bellamy, to reclassify a portion of the NW 23-12-5-W4, from Agricultural IDP District 1 “A-1 IDP” to Country Residential District “CR”.

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Resolution No. 2017/146

Councillor Pahl moved 2nd reading of Bylaw 2017/08.

Carried.

Resolution No. 2017/147

Deputy Reeve Hamilton moved 3rd reading of Bylaw 2017/08.

Carried.

Bylaw 2017/09 – Land Use Amendment (NW 21-11-5-W4)

An application was received from Darren Houff, on behalf of Brian and Barbara Houff, to re-classify a portion of the NW 21-11-5-W4, from Agricultural District 2 “A-2 General Agriculture” to Country Residential District “CR”.

Resolution No. 2017/148

Councillor Belyea moved 2nd reading of Bylaw 2017/09.

Carried.

Resolution No. 2017/149

Councillor Pahl moved 3rd reading of Bylaw 2017/09.

Carried.

Bylaw 2017/12 – Land Use Amendment (SW 6-11-4-W4)

An application was received from Jaime Stokowski, to re-classify a portion of the SW 6-11-4-W4, from Agricultural District 2 “A-2 General Agriculture” to Country Residential District “CR”.

Resolution No. 2017/150

Councillor Vossler moved 1st reading of Bylaw 2017/12.

Carried.
Bylaw 2017/13 – Land Use Amendment (SW 10-11-7-W4)

An application was received from Paul Breault, to re-classify a portion of the SW 10-11-7-W4, from Agricultural District 2 “A-2 General Agriculture” to Country Residential District 2 “CR-2”.

Resolution No. 2017/151

Deputy Reeve Hamilton moved 1st reading of Bylaw 2017/13.

Carried.

Bylaw 2017/14 – Land Use Amendment (SW 22-12-7-W4)

An application was received from Darcy Pahl, on behalf of Lydia Pahl, to re-classify a portion of the SW 22-12-7-W4, from Agricultural District 2 “A-2 General Agriculture” to Country Residential Farmstead Separation District “CR-FS”.

Resolution No. 2017/152

Councillor Squire moved 1st reading of Bylaw 2017/14.

Carried.

Port of Wild Horse Business Case

The Van Horne Institute and Pro Log Canada prepared a business case for recommended service improvements for the Port Of Wild Horse on behalf of the Palliser Economic Partnership and Bear Paw Development Corporation. The recommended improvements will result in economic benefits, improved safety and security, and more effective use of the infrastructure on both sides of the border. This Business Case has been presented to affected stakeholders on both sides of the border.

Resolution No. 2017/153

Councillor Belyea moved to receive for information.

Carried.
CCI Wireless
Letter of Support

CCI Wireless has developed a business case to apply for funding through the Connect To Innovate grant which is administered by Industry, Science and Economic Development Canada, and through the Federal Government. If they are successful in obtaining the grant, then CCI Wireless will use the money to upgrade the equipment on their current towers to provide additional broadband capacity within the County. CCI Wireless is requesting the County to provide a letter of support that can then be included with their grant application.

Resolution No. 2017/154

Councillor Oster moved to provide a letter of support to CCI Wireless to upgrade the equipment on the Elkwater and Medicine Hat towers for the Connect TO Innovate Grant.

    Carried.

CORPORATE SERVICES:

Personnel Policy – Proposed Amendment

Personnel Policy Section XXXII provides for an arrangement between the County and employees to assist them with the purchase of computers. This kind of policy was fairly common within the municipal field in the 1990’s to encourage employees and elected officials to learn about and use personal computers, however the policy contravenes Section 265 of the MGA which prohibits the County from providing this type of a loan.

Resolution No. 2017/155

Councillor Lentz moved to remove Section XXXII from the Personnel Policy.

    Carried.

Resolution No. 2017/156

Councillor Mudie moved to take from the table Resolution No 2017/126 Compensation System Policy.

    Carried.
Compensation System Policy – Proposed Amendment

On February 21, 2017, Council adopted a new salary grid. The Salary grid moves from 9 classifications to Twenty Four with 7 steps in each classification as opposed to 13. The restructuring of the salary grid follows the restructuring and growth of the organization during the past several years.

Suggested changes to the Compensation System Policy were presented to reflect the changes in the salary grid.

Resolution No. 2017/157

Councillor Squire moved to discuss the Compensation System Policy during the in-camera session.

Carried.

Dunmore Solar Energy Project

Terralta is a provider of solar energy solutions in the Southern Alberta Region and is one of nine organizations certified by Enmax in the province of Alberta. Terralta was asked to provide an electricity supply business solution for the Dunmore Site to see if it was financially feasible for the County to look at solar energy as a means of powering the Dunmore Site.

This project meets the requirements of the Municipal Climate Change Action Centre through the AMSP (Alberta Municipal Solar Program). The first step in the process of getting funding is to submit the AMSP Expression of Interest.

Resolution No. 2017/158

Councillor Vossler moved to have Administration submit an Expression of Interest with the AMSP and bring back a complete proposal for Council's consideration.

Carried.

RECESS: 12:07 P.M.

RECONVENE: 12:45 P.M.
2017 Annual Provincial Grant Funding

On March 8, 2017 the County received a letter from Municipal Affairs approving projects using funding from the 2016 MSI program.

On March 17, 2017, the County received notice from the Provincial Government announcing 2017 funding for MSI/BMTG and GTF.

Resolution No. 2017/159
Councillor Belyea moved to receive for information.

Carried.

Website Updating

The website was implemented in 2013. The current style of the website is an older design, and the link between File Pro (the place where the website documents are stored) and the Website is not very user friendly. The Fire Permit system requires revision for ease of user creation and County retention. In addition, the website is not mobile friendly.

Resolution No. 2017/160
Councillor Vossler moved to direct Administration to research a new website and bring back recommendation to a future meeting.

Carried.

2016 Audited Financial Statements And Financial Information Return

Earlier in the meeting, during the in-camera session, the 2016 Audited Financial Statements and 2016 Financial Information Return were presented by KPMG.

Resolution No. 2017/161
Councillor Oster moved to approve the 2016 Audited Financial Statements and the 2016 Financial Information Return as presented.

Carried.
Financial Reports

The Financial Reports ending February 28th, 2017 were presented.

**Resolution No. 2017/162**


Carried.

Director of Corporate Services Report

The Director of Corporate Services Report was presented.

**Resolution No. 2017/162**

Councillor Hamilton moved to receive the Director of Corporate Services Report as presented.

Carried.

PUBLIC WORKS:

Bylaw 2017/11 – Private Dust Control Special Tax

A Bylaw for Cypress County to impose a Special Tax on parcels of land benefiting from the placement of dust treatment.

**Resolution No. 2017/163**

Councillor Pahl moved 1st reading of Bylaw 2017/11.

Carried.

**Resolution No. 2017/164**

Councillor Lentz moved 2nd reading of Bylaw 2017/11.

Carried.

**Resolution No. 2017/165**

Councillor Vossler moved for unanimous consent for Bylaw 2017/11 to be read for 3rd reading.

Carried.
Resolution No. 2017/166

Deputy Reeve Hamilton moved 3rd reading of Bylaw 2017/11.

Carried.

Perry Yeast
Private Access

At the March 7th meeting, Perry Yeast who resides at NW 35-6-3-W4, appeared before Council to discuss access to his property that is adjacent to Eagle Butte Road. He explained that in 1987 a bypass road and driveway was built through his property to access the Eagle Butte when a portion of the road was impassible. He claims that the County has previously maintained these roadways until recently, as part of an unwritten road construction agreement. Mr. Yeast is requesting the County reinstate maintenance of access to his yard site.

Resolution No. 2017/167

Councillor Pahl moved to direct Administration to survey and register a road plan on Mr. Yeast’s private driveway and designate the bypass road as a bladed trail.

Carried.

Resolution No. 2017/168

Councillor Vossler moved to direct Administration to research costs to register those parts of the Eagle Butte Road and Range Road 33 that do not align with the current Registered Road Plans.

Carried.

Dunmore Solid Waste Transfer Site Agreement

In May 2016 Gas City Metals took over as Caretaker for the Dunmore Solid Waste Transfer site. It was noted that the past Caretaker was only operating at a security level and showed no desire to make improvements with recycling, saving costs and quality of service for users. Since Gas City Metals has assumed the responsibility as Caretaker and through collaboration with the County, substantial improvements including recycling, maintenance and cost savings have been
made in the operation of the Transfer Site. Gas City Metals has requested an amendment to their agreement greater than $10,000. Sandy Traichel, representing Gas City Metals provided her comments to Council.

**Resolution No. 2017/169**

Deputy Reeve Hamilton moved to approve Gas City Metals proposed annual quotation for remainder of 2017.

Carried.

**South Boundary Road Maintenance**

Administration met with The City of Medicine Hat to discuss their intended plans toward maintenance and improvements of South Boundary Road. The City carried out an engineering assessment on the roadway.

The City feels that an appropriate funding allocation may be on a 25%/75% (County/City) cost sharing basis. The County’s contribution would be $250,000.

**Resolution No. 2017/170**

Councillor Pahl moved to approve a 25% contribution to the City of Medicine Hat for maintenance and improvements to South Boundary Road from Rge Rd 60 to Rge Rd 61A with $250,000 coming from Accelerated Rehabilitation Reserve.

Carried.

**Director of Public Works Report**

The Director of Public Works Report was presented.

**Resolution No. 2017/171**

Councillor Mudie moved to receive the Director of Public Works Report as presented.

Carried.
REPORTS:

Council Action Items

The Council Action Items Report was presented.

Resolution No. 2017/172

Councillor Vossler moved to receive the Council Action Items Report as presented.

Carried.

Reeve/Councillors’ Reports

Councillor Squire attended the Digital Futures Symposium and the Spring AAMDC Convention.

Councillor Pahl attended the Badlands AGM and Conference and the Spring AAMDC Convention.

Councillor Lentz attended a Provincial Agricultural Service Board meeting and the Spring AAMDC Convention.

Councillor Mudie attended the Spring AAMDC Convention, a Short Grass Library Association meeting and a SDAB hearing.

Councillor Belyea attended the Badlands AGM and Conference, Spring AAMDC Convention, FCSS AGM.

Deputy Reeve Hamilton attended the Spring AAMDC Convention.

Resolution No. 2017/173

Councillor Pahl moved to receive the Councillor reports as presented.

Carried.

IN-CAMERA SESSION

Resolution No. 2017/174

Councillor Vossler moved to go in-camera at 2:12 P.M.

Carried.
Resolution No. 2017/175

Councillor Oster moved to rise from in-camera at 3:11 P.M.

Carried.

Resolution No. 2017/176

Deputy Reeve Hamilton moved to postpone Compensation System Policy and bring back to a future meeting.

Carried.

Resolution No. 2017/177

Councillor Vossler moved to direct Administration to draft proposed amendments to Policy ADM 4 Subsistence and Travel and bring back to a future meeting.

Carried.

ADJOURN: 3:16 P.M.

_________________________
REEVE

________________________
DESIGNATED OFFICER
COUNCIL REQUEST FOR DECISION

<table>
<thead>
<tr>
<th>PROJECT:</th>
<th>Bylaw 2017/15 - Director of Emergency Management Stature Changes</th>
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<tr>
<td>PRESENTATION DATE:</td>
<td>April 21, 2017</td>
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<tr>
<td>PRIORITY AREA:</td>
<td>Corporate Services</td>
</tr>
<tr>
<td>WRITTEN BY:</td>
<td>Jason Storch</td>
</tr>
<tr>
<td>REVIEWED BY:</td>
<td>CAO</td>
</tr>
<tr>
<td>BUDGET IMPLICATION:</td>
<td>☒ N/A ☐ Funded by Dept. ☐ Reallocation</td>
</tr>
<tr>
<td>LEGISLATIVE DIRECTION:</td>
<td>☐ None ☒ Provincial Legislation ☒ County Policy</td>
</tr>
<tr>
<td>Emergency Management Act, MGA, Bylaw 2015/04, Bylaw 2015/36</td>
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<tr>
<td>STRATEGIC PLAN GOAL:</td>
<td>Provides high quality safe, and affordable services and amenities.</td>
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<td>STRATEGY:</td>
<td>Continue to provide effective planning, agricultural, public works and fire safety services.</td>
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<tr>
<td>ATTACHMENT(S):</td>
<td>Bylaw 2017/15 Amending Emergency Management and Designated Officer Bylaws</td>
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</table>

RECOMMENDATIONS:
1. Council move to pass 1st, 2nd, and 3rd readings of Bylaw 2017/15
2. Council move to pass 1st, and 2nd readings of Bylaw 2017/15

BACKGROUND:
Proposed changes to the Emergency Management Bylaw and Designated Officer Bylaw are as follows. (Strike -out text will be removed from the Bylaws)

Section 13 of the current Emergency Management Bylaw states that, “there is hereby established the position of Director of the EMA which has the status of Designated Officer under the MGA”.

Section 3.1f) of the current Designated Officer Bylaw states that, in relation to a person being appointed as a Designated Officer, the “Emergency Services Supervisor to carry out the powers, duties, responsibilities, and functions as the Director of the Emergency Management Agency, as set out in the Emergency Management Bylaw No. 2015/04”

There is no reference to the DEM needing to be a Designated Officer in either the Emergency Management Act or the Municipal Government Act.

Indications from the consultants that put together the Fire Master Plan were that the DEM should not be the Emergency Services Supervisor since Emergency Services is often heavily involved in a disaster. Asking the Supervisor to perform both a Section Chief role and the DEM role puts that individual in a difficult position.
The role of DEM is primarily an administrative position during times when there are no disasters taking place. They facilitate the reviewing of the plans, organize training, attend meetings with our regional partners and liaise the Alberta Emergency Management Agency. With the burden of implementing the new Fire Master Plan being on the shoulders of the new Emergency Services Supervisor they likely won’t have time to take on the additional administrative responsibilities of DEM. Administration believes that an individual in upper administration is likely well suited for this role.

Making these changes allows Council the flexibility to appoint the person best suited to the role of DEM.
CYPRESS COUNTY

BYLAW 2017/15

The short title of this Bylaw shall be Director of Emergency Management Stature Changes.

A Bylaw of Cypress County in the Province of Alberta to amend Bylaw 2015/04, being a Bylaw respecting Emergency Management and to amend Bylaw 2015/36, a Bylaw to establish certain Designated Officer positions, assign powers, duties and function to those positions.

PURSUANT TO the Emergency Management Act, being Chapter E-6.8 and the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. This Bylaw is to amend Section 13 of Bylaw 2015/04 Emergency Management by deleting the clause “which has the status of Designated Officer under the MGA”.

2. Further, this Bylaw is to amend Section 3.1 of Bylaw 2015/36 by deleting subsection f) entirely.

3. This Bylaw shall come into effect on final reading.

Read a first time this _____ day of ______________, 2017.

Read a second time this _____ day of ________________, 2017.

Read a third time and finally passed this _____ day of ________________, 2017.

________________________________________
Reeve

________________________________________
Designated Officer
COUNCIL REQUEST FOR DECISION

PROJECT: Library Board Appointments

PRESENTATION DATE: April 18, 2017

PRIORITY AREA: Municipal Services

WRITTEN BY: Jason Storch

REVIEWED BY: CAO

BUDGET IMPLICATION: ☐ N/A ☐ Funded by Dept. ☐ Reallocation

LEGISLATIVE DIRECTION: ☐ None ☐ Provincial Legislation ☒ County Bylaw

Bylaw 2017/07

STRATEGIC PLAN GOAL: Provides high quality, safe, and affordable services and amenities

STRATEGY: Promote a supportive environment for recreational and leisure opportunities for residents and visitors

ATTACHMENT(S): Applications for public members to the Board

RECOMMENDATIONS:

1. Council move to appoint to the Municipal Library Board, ____________ for a term of two years, and __________ for a term of three years as the public members representing the area served by the Irvine Community Library, Councilor ____________ for a term of one year, and Councilor ____________ for a term of 3 years as Council’s representatives, and Stefanie Schranz as the non-voting staff member representing CFB Suffield.

BACKGROUND:

At the February 21 meeting, Council passed a bylaw establishing a municipal library board and directed administration to advertise for public members to the Board.

The Library Board is to consist of:
- two members of Council,
- two public members from the area served by the Irvine Community Library
- one public member from the area served by the Graham Community Library

There will also be one non-voting staff member from CFB Suffield that will sit on the Board in an advisory capacity, to ensure that any unique differences of Graham Community Library being primarily run by CFB Suffield are taken into account.

As of the deadline, there were only two applications received from potential public members and both of them are from the area served by the Irvine Community Library.
The Library’s Act, describes what terms Council is to appoint the members of the first municipal library board. Section 4(6) states that “when appointments are made in respect to the first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.”

To meet this requirement of the Act, Administration recommends the appointments take place as follows:

- one Councilor be appointed for a term of 1 year,
- one Councilor be appointed for a term of 3 years,
- one public member from the Irvine area be appointed for 2 years,
- one public member from the Irvine area be appointed for 3 years,
- and the one public member from the Graham Library area be appointed for 2 years.
Application for Cypress County Library Board

Charlotte Krupa

I have lived in the community of Irvine for 19 years. I have served as a volunteer at the library for about 15 years and have been part of both in the running of the library and as aboard member. I am currently the vice chair and also serving as the secretary. Each year I have played a big part in the planning and preparation for the summer reading program.

I have also been very active in the updating and improvements at our library. My family has come in to help with any of the big renovations. We helped move all the books, shelves and furniture when we re-carpeted. My husband and I with the help of Shirley Belyea and Rhonda Pruden chose, hauled and laid all the bricks and stones for the library garden. I continue to choose and plant the flowers each year for this outdoor space.

I am applying to sit on the Cypress County Library Board as I would like to see some of the plans the current Irvine Library Board has made be carried out. We have received funding earmarked for specific areas in the library and I would like to be a part of those changes. It has been exciting to see the changes that have come with joining the Shortgrass Library System. The computerization of the library and the increased use that it has brought has been welcome. I believe I have a good idea of the community we serve and how the library needs to move forward to serve it.

Thank-you,

Charlotte Krupa
Application for Cypress County Library Board

Rhonda Pruden

I am writing to submit my application for a seat on the Cypress County Library Board. I have lived in the community of Irvine for 11 years and have volunteered at the Irvine Library since July 2011. During my time with Irvine Library I have always been a board member, regular library clerk and also helped with improvement projects and fundraising.

Over the past six years with Irvine Library, I have participated in fundraising events like our annual garage/book sale. I have helped with renovation projects including the stone pathway in the library garden and when the floor was re-carpeted. I enjoy helping out with the summer reading program and I have also hosted a few youth and children activity nights at the library.

As a board member with the Cypress County Library Board I would continue to help serve the community of Irvine and area. I would like to see current plans from the Irvine Library Board be followed through with an update to the young adult section. We have had so many changes since we joined Shortgrass system and I am interested to see where Irvine Library goes from here. I believe I have a good sense of what the community needs from the library and how to provide it.

Thank You
Rhonda Pruden
## COUNCIL REQUEST FOR DECISION

**PROJECT:** ASB Policy Approval – ASB P6.0  
**PRESENTATION DATE:** April 18, 2017  
**PRIORITY AREA:** Municipal Services  
**WRITTEN BY:** Jason Storch  
**REVIEWED BY:** CAO  
**BUDGET IMPLICATION:** ☒ N/A  
☐ Funded by Dept.  
☐ Reallocation  
**LEGAL DIRECTIONS:** ☐ None  
☒ Provincial Legislation  
☐ County Policy  

**Agricultural Pests Act**

**STRATEGIC PLAN GOAL:** Provides high quality, safe, and affordable, services and amenities.  

**STRATEGY:** Continue to provide effective planning, agricultural, public works and fire safety services.

**ATTACHMENT(S):** ASB P6.0 Vertebrate Pest Control (old and new version)

**RECOMMENDATIONS:**

1. Council move to accept ASB P6.0 Vertebrate Pest Control as presented.
2. Council move to accept ASB P6.0 Vertebrate Pest Control as amended.
3. Council move to direct the ASB to further review policy ASB P6.0 Vertebrate Pest Control with strategic direction from Council.

**BACKGROUND:**

At the February meeting the ASB approved amendments to ASB P6.0.

The policy was reviewed and amended to modernize, clarify and simplify the policy.

The ASB requests that Council review the policy and ratify the ASB’s decision.
CYPRESS COUNTY ASB POLICY

TITLE: Vertebrate Pest Control

POLICY NO.: ASB P6.0

AUTHORITY: Resolution No.: 88/16

COUNCIL: Resolution No.: 99/23

REVISED: Resolution No.: 17/05

OBJECTIVE

To help residents control vertebrate pests, declared as nuisances under the Agricultural Pest Act that may be causing problems with their farming operation or residence. This policy specifically deals with coyotes, Richardson’s ground squirrels, skunks and pocket gophers.

PROCEDURE

1. All relevant parts of the Agricultural Pests Act and Regulations and product label requirements will be considered part of this policy.

2. Coyotes:
   
   a. Residents of the County are encouraged to follow sound management practices to reduce the potential for coyote issues to occur. Educational material is available from Alberta Agriculture and Rural Development.
   
   b. The Agricultural Supervisor and Pest Inspector shall possess a Form 7 permit, issued by Alberta Agriculture and Rural Development.
   
   c. Assistance with the lethal control of coyotes shall only be available from the County in situations when livestock (as defined in the Agricultural Pests Act) are involved, and shall only be carried out by staff possessing a Form 7 permit, appointed as Municipal Pest Inspectors and possessing all of the necessary licenses and training necessary for the method of control to be utilized.
   
   d. When it is determined that there is potential for coyote issues to develop in non-agricultural situations, non-lethal assistance may be offered, at the discretion of the Agricultural Fieldman.
   
   e. Municipal staff who hold a Form 7 permit are not allowed to sell or profit from coyote pelts.
f. Close association with Alberta Fish and Wildlife is preferred to keep control measures coordinated.

3. Richardson’s ground squirrels:

a. Residents are encouraged to use best management practices to discourage Richardson’s ground squirrels from establishing on their property. Educational material is available on Alberta Agriculture and Rural Development’s website.

b. Residents are responsible for controlling Richardson’s ground squirrels on their own property.

c. Community associations that have entered into an agreement with the County to operate on County property will be responsible for Richardson’s ground squirrel control on the property referred to in the agreement.

d. The County will provide a non-toxic foam applicator to be available for rent by residents of the County. Rental rates will be set by the Master Rates bylaw.

e. 2% liquid strychnine will be available to bona fide agricultural producers for control of Richardson’s ground squirrels on agricultural land, as per ASB P6.2.

4. Skunks:

a. Residents of the County are encouraged to take steps to discourage skunks from establishing on their property.

b. Live traps will be made available to residents of the County to rent for the capture of skunks. Rental rates will be set in County Council’s Master Rates bylaw.

c. Once trapped, the person who rented the trap must deal with the skunk. Municipal staff will not dispose of skunks that have been trapped.

d. Skunks that are suspected of being rabid will be dealt with under ASB P6.1.

5. Pocket Gophers

a. Residents of the County are encouraged to take steps to discourage pocket gophers from establishing on their property.

b. Residents of the County are responsible for the control of pocket gophers on their property.

c. Information on controlling pocket gophers is available on Alberta Agriculture and Rural Development’s website.
COUNCIL REQUEST FOR DECISION

PROJECT: Dunmore Off-site Levy Payment

PRESENTATION DATE: April 18, 2017

PRIORITY AREA: Economic Development

WRITTEN BY: Jeffrey R. Dowling

REVIEWED BY: CAO

BUDGET IMPLICATION: ☒ N/A ☐ Funded by Dept. ☐ Reallocation

LEGISLATIVE DIRECTION: ☒ None ☐ Provincial Legislation ☐ County Bylaw or Policy

STRATEGIC PLAN GOAL: Ensures infrastructure is effectively maintained, enhanced, evaluated. STRATEGY: Improve water reliability.

ATTACHMENT(S): RGAB Inc.’s Letter, 17CY10 Diagram

RECOMMENDATIONS:

1. Council move to waive RGAB Inc.’s requirement to pay the Dunmore Off-Site Levy as part of Subdivision Application 17CY10, allow the Municipal Planning Commission to register an agreement against the new title that the Dunmore Off-site Levy be deferred until a connection to the hamlet’s water distribution system is required, and the off-site levy amount that is to be paid will be calculated using the Dunmore Off-Site Levy value that is in place at the time of the request for water.

2. Council move to waive RGAB Inc.’s requirement to pay the Dunmore Off-Site Levy as part of Subdivision Application 17CY10, allow the Municipal Planning Commission to register an agreement against the new title that the Dunmore Off-site Levy be deferred until a connection to the hamlet’s water distribution system is required, and the off-site levy amount that is to be paid will be calculated using the current Dunmore Off-Site Levy value of $50,000 per hectare at the time of the request for water.

3. Council move to receive for information.

BACKGROUND:

RGAB Inc. has submitted subdivision application 17CY10, which will be considered at the May 9th, Municipal Planning Commission Meeting, for approval to subdivide the existing mini-storage operation (0.30 ha) from the remainder of their Hamlet Commercial District property along 2nd Avenue, in Dunmore.

RGAB Inc. was informed by the Planning Staff that the Dunmore Off-site Levy would likely have to be paid as a condition of the subdivision. Section 655, of the Municipal Government Act, states that the subdivision approval authority may require the developer to pay an off-site levy
that has been imposed by bylaw. Cypress County Bylaw 2016/27, establishes the off-site levy for Dunmore for the purposes of assisting the County to recover costs towards new infrastructure improvements, including water, in Dunmore over the next 25 years at a rate of $50,000 per hectare.

RGAB Inc. is requesting that the County waive the requirement for having to pay the off-site levy as the existing mini-storage operation has no need for water or sewer, is already fully developed and has no room for further expansion, and the cost in setting up the mini-storage units would not see it being replaced in the foreseeable future. The County has always collected the off-site levy concerning the subdivision and development of both hamlet commercial and residential properties.

Legal advice was provided on a previous Dunmore subdivision application that indicated the County Council may pass a resolution pertaining to an off-site levy bylaw in advance of the subdivision approval authority making their decision with conditions. Since the off-site levy is a bylaw that is imposed by Council, all requirements of whether it is paid or deferred lies with the authority of the Council.

Planning and Development Services supports the collection of the off-site levy in this instance to assist the County in recovering a portion of the actual costs that the County will spend on new and/or upgraded infrastructure, including water, within Dunmore over the next 25 years. In the future, water may be requested to service this property. Generally, the deferment of off-site levy and money in place of municipal reserve payments are not preferred by Planning and Development Services as it places the financial responsibility onto a future land owner which often results in a negative experience. The preferred practice is to require the developer to make the required payments at the time of subdividing.

However, in this instance, it may be justifiable for the Council to consider passing a resolution that allows the Municipal Planning Commission to register an agreement against the new title that the Dunmore Off-Site Levy be deferred until the land owner requires a connection to the hamlet’s water distribution system. At which time, the off-site levy amount that is to be paid will be calculated using either the Dunmore Off-Site Levy rate that is in place at the time of the request for water, or the current $50,000 per hectare rate. The registration of the agreement on title will serve notice to any future land owners of this property that the off-site levy payment will need to be made whenever there is a request to service the property with water from the hamlet’s water distribution system.
Can we include a notice that we would like to see if the OFF SITE LEVEY can be waived, deferred or some other agreement reached due to the following:

a. Existing Mini Storage complex will have no need for water or sewer.
b. The proposed subdivision plan is fully developed and has no room for further development.
c. The proposed subdivision is border on south side by Highway # 1, bordered on the west side by existing County water plant, and bordered on the north side by 2nd Avenue, and finally it is bordered on the east side by a fully service lot, so no further development is needed in the foreseeable future.
d. # of $ spent to set up and purchase existing Mini Storage, one would not see it being replaced in the foreseeable future.

Can we also include a notice that we would be asking for the DEFERED RESERVE CAVEAT # 001-298-480 to be assessed only on the 3.28 acres that RGAB INC. owns and not include the .5 acres that the County owns and has the water plant on.

Thanks Ray Gabruch
## COUNCIL REQUEST FOR DECISION

<table>
<thead>
<tr>
<th>PROJECT: Great Sandhills Railway Annual General Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTATION DATE: April 18, 2017</td>
</tr>
<tr>
<td>PRIORITY AREA: Economic Development</td>
</tr>
<tr>
<td>WRITTEN BY: LesleyAnn Collins</td>
</tr>
<tr>
<td>REVIEWED BY: CAO</td>
</tr>
<tr>
<td>BUDGET IMPLICATION: ☒ N/A □ Funded by Dept. □ Reallocation</td>
</tr>
<tr>
<td>LEGISLATIVE DIRECTION: ☒None □ Provincial Legislation □ County Bylaw or Policy</td>
</tr>
<tr>
<td>STRATEGIC PLAN GOAL: Fosters sound governance, leadership and accountability.</td>
</tr>
<tr>
<td>STRATEGY: Ensure financial reports are current,</td>
</tr>
<tr>
<td>ATTACHMENT(S): Meeting package</td>
</tr>
<tr>
<td>RECOMMENDATIONS:</td>
</tr>
<tr>
<td>1. Council move to appoint a member of Council to be the Attorney and Proxy for Cypress County at the Great Sandhills Railway Ltd. AGM.</td>
</tr>
<tr>
<td>2. Council move to receive for information.</td>
</tr>
</tbody>
</table>

### BACKGROUND:
Notice has been given that the Great Sandhills Railway Ltd. Annual General Meeting (AGM) will be held in Leader, SK, at 1:00 P.M. on Tuesday April 25, 2017. As a shareholder, Council can send a representative to the meeting.

If a Councillor is interested in attending, he needs to be appointed to be the Attorney and Proxy for Cypress County.
NOTICE OF ANNUAL MEETING OF THE SHAREHOLDERS OF GREAT SANDHILLS RAILWAY LTD.

Notice is hereby given that the Annual Meeting of the Shareholders of GREAT SANDHILLS RAILWAY LTD. will be held at the RM of Happyland Boardroom, at 106 3rd St West, Leader, Saskatchewan, on April 25, 2017, at the hour of 1:00 p.m, Central Standard Time to:

a) Receive the annual report, the financial statements;

b) Elect directors;

c) Appoint auditors and authorize the directors to fix the remuneration of the auditors;

d) Ratify all acts, by-laws, and proceedings of the directors and officers since the last annual meeting of the shareholders; and

e) Transact such further and other business as may properly be brought before the meeting or any adjournment thereof.

To be effective, the completed form of proxy must be received by the Secretary of the Corporation before the time fixed for the meeting. Completed proxy forms may be mailed to Great Sandhills Railway Ltd., Box 726, Leader, Saskatchewan, S0N 1H0, delivered in person immediately prior to the meeting or faxed to 306-628-4772.

Dated the 31st day of March, 2017.

By order of the Board of Directors.

Mark Dyck
Chairman
GREAT SANDHILLS RAILWAY LTD.
Annual Meeting of Shareholders
Tuesday April 25, 2017
RM of Happyland Boardroom -1:00 p.m.
Agenda

1. Call to Order
2. Introductions
3. Chairman's Message
4. General Manager's Report
5. Financial Statement
6. Appointment of Auditors
7. Election of Directors
8. Other Business
9. Question Period
10. Adjournment
Resolution #1: Regarding the Appointment of Auditors

Resolution: “It is resolved by the shareholders that PricewaterhouseCoopers be appointed as auditors of the Company to hold office until the next annual meeting and to authorize the directors to fix the auditors' remuneration.”

Resolution #2: Regarding Election of Directors

The number of board members has been fixed at six and are selected based on the following criteria:

Four board members are appointed annually by G3 Canada Ltd
One board member the CEO of Great Sandhills Railway
One board member is appointed by Municipalities/Towns that are shareholders

The Board of Directors currently consists of the following members:

<table>
<thead>
<tr>
<th>Director</th>
<th>Position with Corporation</th>
<th>Representing</th>
<th>Number of Shares Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Dyck</td>
<td>Chairman</td>
<td>G3</td>
<td>0</td>
</tr>
<tr>
<td>Ward Weisensel</td>
<td>Director</td>
<td>G3</td>
<td>0</td>
</tr>
<tr>
<td>Brett Malkoske</td>
<td>Director</td>
<td>G3</td>
<td>0</td>
</tr>
<tr>
<td>Ross Gair</td>
<td>Director</td>
<td>G3</td>
<td>0</td>
</tr>
<tr>
<td>Perry Pellerin</td>
<td>Director</td>
<td>GSR</td>
<td>1</td>
</tr>
<tr>
<td>Gerald Wagner</td>
<td>Director</td>
<td>Municipalities/Towns</td>
<td>0</td>
</tr>
</tbody>
</table>

Resolution: “It is resolved by the shareholders that the current members of the Board of Directors continue to serve as Directors until replaced by the shareholders they represent based on the criteria outlined. That is that four board members represent G3 Canada Ltd, one board member represents Great Sandhills Railway, and one board member represents Municipalities/Towns that are shareholders.”
PROXY

FOR ANNUAL MEETING OF SHAREHOLDERS OF GREAT SANDHILLS RAILWAY LTD. TO BE HELD THE 25TH DAY OF APRIL 2017

The undersigned shareholder of GREAT SANDHILLS RAILWAY LTD. hereby appoints ___________________________ to be the Attorney and Proxy for the undersigned, to vote for and in the name of the undersigned at the Annual Meeting of Shareholders of GREAT SANDHILLS RAILWAY LTD. to be held on April 25, 2017 and at any adjournment or adjournments of such meeting and to vote at such meeting all the shares of the capital stock of the Corporation held by the undersigned on record in the books of the Corporation as of the record date of such meeting.

DATED this ___ day of ____________, 20__.  

[NAME OF SHAREHOLDER]  
Per: ___________________________  
Name: ___________________________  
Position: ___________________________  

Page 35 of 73
1) Call to order – Mark Dyck called the annual meeting of shareholders of Great Sandhills Railway Ltd. to order at 11:00am

2) Introduction of directors & officers of the Corporation who are in attendance today – Perry Pellerin (CEO of GSR), Gerald Wagner (representing the RMs on the BoD), Ward Weisensel (SVP Trading, Procurement and Risk), Mark Dyck (Director of Logistics)

- Chairman, Secretary, Scrutineer
Mark Dyck will act as Chairman of the meeting & appoints Karen Philipation to act as secretary of the meeting and as scrutineer with respect to proxies. Notice of the AGM was mailed to shareholders, directors and the auditor of the corporation no less than 21 days prior the date of this meeting in accordance with the by-laws of the corporation.

- Scrutineer’s Report
There are 9 shareholders of the Corporation represented in person or by proxy, representing a total of 23502 shares of the Corporation, or 89% of the issued and outstanding shares of the Corporation.

The scrutineer’s report is hereby adopted. The Corporation’s By-Laws provide that a quorum to conduct business at a general meeting of shareholders is shareholders holding not less than a majority of the issued and outstanding shares. Accordingly, the Chairperson declared that the quorum requirements have been satisfied.

3) Chairman’s Message

- Last year was another successful year
  - We were profitable
  - We are running a safe railway with focus on
    - Developed our SMS – best in class
    - Fire Prevention
    - Staff Training
  - The quality of our staff are a young motivated group
  - Sustainability - we continue to invest all profits into the shortline for long term sustainability
  - Board has approved some exciting capital projects for 2016
  - Goal is to be the best in class shortline
  - We do have some upcoming challenges including the need to replace our power within the next year
4) Financial Statements

Over the last 18 months we had CWB take over GST and G3 take over CWB. A part of this takeover included changing the yearend from July 31st to December 31st. The financial statements of the Corporation for the year ended July 31, 2015 and the stub year ended December 31st, have been approved by the directors of the Corporation. The GSR financial statements were included in the Deloitte audit of the G3 books.

5) CEO’s Report

- For year ending Jul 31, 2015 revenue was $5,990,538. A record for us
- Minor derailment last year involved 4 cars. No insurance claim filed
- Continue to work on improving the line
- Aggressive fire prevention plan in works
- Receiving positive feedback regarding focus on safety and employee professionalism
- Built additional track for storage. Record $2MM in car storage revenue last year
- Recognition from Federal/Provincial governments re: Safety Management System (SMS). GSR is leader in industry
- Striving to be the shortline that others come to for assistance
- Locomotive shed to be constructed in 2016
- Looking to replace some of the leased locomotives

6) Appointment of Auditors -

Ward Weisensel made motion that Deloitte, of Winnipeg, Manitoba, be appointed auditors of the Corporation to hold office until the next annual meeting or until their successors are duly appointed, and the board of directors of the Corporation be authorized to fix the auditors’ remuneration. Gerald Wagner seconded the motion. Motion carried

7) Election of Directors –

Ward Weisensel nominates the following persons to serve as directors of the Corporation for the ensuing year - Mark Dyck, Ward Weisensel, Gord Flaten, Bill Mooney, Kevin Daciw, Perry Pellerin, Gerald Wagner and Brita Chell. Morgan Powell moves the nominations be closed. Gerald Wagner seconds the motion. Motion carried

8) Further Business –

- Karen advised the April 2015 AGM minutes should read as “the financial position of the Corporation as at July 31, 2014” not December 31, 2014. Ernest Mudie made motion to approve the amended AGM minutes as noted. Tim Geiger seconded the motion. Motion carried.
- Question was raised regarding the crossing at Burstall and how the cars are not visible as a result of the overhead lights. The reflective tape on the cars cannot be seen due to
the glare from the overhead lights. New regulation requires that all crossing be inspected jointly with the RMs.

- RM of Clinworth No. 230 and RM of Swift Current No. 137 both requested copies of their share certificates. Copies to be forwarded

9) Question Period –

- RMs asked they can sell their shares? Mark said yes they are free to sell their shares.
  - Tim Geiger requested a list of the shareholders be provided. Mark will confirm that a complete list of all shareholders can be provided and forward to RMs if so.
  - Question raised what is happening with the old ties that are being replaced? Options are being considered. There is a company from the US that will grind them up.
  - On behalf of South West Transportation Community Morgan Powell applauded Perry Pellerin on the presentation he made to the group recently and the work he has done. Would like to see more updates on the work that is being done.

9) Adjournment -

Ernest Mudie made motion to conclude the meeting. Eugene Eslinger seconded the motion. Motion carried.
**COUNCIL REQUEST FOR DECISION**

<table>
<thead>
<tr>
<th>PROJECT: Policy FP 05 Paid On Call Compensation System</th>
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<tbody>
<tr>
<td>PRESENTATION DATE: April 18, 2017</td>
</tr>
<tr>
<td>PRIORITY AREA: Emergency Services</td>
</tr>
<tr>
<td>WRITTEN BY: Anna Mast</td>
</tr>
<tr>
<td>REVIEWED BY: CAO</td>
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<tr>
<td>BUDGET IMPLICATION: ☑ Funded by Dept.</td>
</tr>
<tr>
<td>☐ N/A</td>
</tr>
<tr>
<td>☐ Reallocation</td>
</tr>
<tr>
<td>LEGISLATIVE DIRECTION: ☐None</td>
</tr>
<tr>
<td>☐ Provincial Legislation</td>
</tr>
<tr>
<td>☑ County Bylaw</td>
</tr>
<tr>
<td>Fire Services Board Bylaw 2016/15</td>
</tr>
<tr>
<td>STRATEGIC PLAN GOAL: Provides high quality, safe, and affordable services and amenities.</td>
</tr>
<tr>
<td>STRATEGY: Continue to provide effective planning, agricultural, public works and fire safety services.</td>
</tr>
<tr>
<td>ATTACHMENT(S): FP 05 Paid On Call Compensation System Policy</td>
</tr>
<tr>
<td>RECOMMENDATIONS:</td>
</tr>
<tr>
<td>1. Council to approve FP 05 Paid On Call Compensation System Policy as presented.</td>
</tr>
<tr>
<td>2. Council to approve FP 05 Paid On Call Compensation System Policy as amended.</td>
</tr>
<tr>
<td>3. Council move to receive for information.</td>
</tr>
</tbody>
</table>

**BACKGROUND:**
One of the Fire Master Plan’s 2017 first quarter recommendations (6.3 Personnel Compensation) is to implement a system of compensation for the paid on call members. At the April 12, 2017 FSB meeting, the FSB approved Policy FP 05 Paid On Call Compensation System as attached.

The following rates were recommended:

- Dispatch requests - $100/station per call out (minimum $1500) and a $2000 yearly allowance. (To be done as FP 01 amendments)
- $65 per responding Station Fire Chief up to 3 hours followed by $19.50/hour for each hour thereafter.
- $55 per responding Firefighter up to 3 hours followed by $17.50/hour for each hour thereafter.
- Local training nights - $25 per member per scheduled training night attended.
- Offsite (not at local fire station) training - $50/day and expenses as outlined in the Cypress County Subsistence and Travel Expense Policy (ADM 4).
DEFINITIONS

Paid On Call
Payment to a member for services rendered through the Cypress County Fire Service for response to a County emergency service incident.

Member
Any person who is registered with Cypress County as a firefighter and is not a permanent or casual employee of Cypress County.

Station Fire Chief
Person in charge at each Cypress County Fire Station.

Offsite Training
Training at a site other than the local station.

POLICY

The municipal environment recognizes firefighting services on a paid on call basis. While County firefighters are considered volunteers, some level of compensation is appropriate for services provided by firefighters. This type of compensation encourages a strong commitment by firefighters to be actively engaged in firefighting services and honing their skills.

Remuneration Rates
1. Station Fire Chief - $65/response up to 3 hours $20.00/hr thereafter
2. Member - $55/response up to 3 hours $18.00/hr thereafter
3. Local Training Nights - $25/member per scheduled training night attended
4. Offsite training - $50/day

Payments to On Call firefighters will be processed quarterly and all applicable taxes will be deducted at source through the County payroll system. Payment will be direct deposited to the firefighters bank of their choice, which can include an Registered Retirement savings Plan (RRSP) or Tax Free Savings Account (TFSA) if so desired. It is the responsibility of the individual to make sure they do not exceed their RRSP deduction limit. A T4 will be issued on an annual basis.
COUNCIL INFORMATION BRIEF

PROJECT: Minister Response – SuperNet and Rural Broadband

PRESENTATION DATE: April 18, 2017

PRIORITY AREA: Municipal Services

WRITTEN BY: LesleyAnn Collins

REVIEWED BY: CAO

BUDGET IMPLICATION: ☒ N/A ☐ Funded by Dept. ☐ Reallocation

LEGISLATIVE DIRECTION: ☒ None ☐ Provincial Legislation ☐ County Bylaw or Policy

STRATEGIC PLAN GOAL: Ensures infrastructure is effectively maintained, enhanced and evaluated.

STRATEGY: Develop technology infrastructure.

ATTACHMENT(S): Letter from the Honourable Stephanie McLean

RECOMMENDATION:

1. Council move to receive for information.

BACKGROUND:
A letter was received from the Honourable Stephanie McLean, Minister of Service Alberta, in response to the Alberta Urban Municipalities Association (AUMA) and Association of Alberta Municipal Districts and Counties (AAMDC) surveys, fall conventions and resolutions regarding the Alberta SuperNet and rural broadband. Palliser Economic Partnership has also been instrumental with communicating to the Provincial government with our broadband concerns.

The government will be discussing their approach for the future of the SuperNet and potential rural broadband in early 2017, and they will ensure municipalities are aware of those discussions.
March 27, 2017

Reeve Darcy Geigle
Cypress County
816 - 2 Avenue
Dunmore, Alberta T1B 0K3

Dear Reeve Geigle:

As Minister of Service Alberta, I appreciate the opportunity to reach out to you personally about the work my ministry is undertaking with respect to SuperNet and the support of rural broadband in the province.

Our government understands the importance of maintaining vibrant and sustainable communities, and we know that community leaders like you believe that access to government services and quality internet are some of the keys. Keys to encouraging our youth to make a home in rural Alberta, retaining local skills and talent, attracting new industry and opportunity, and helping businesses to thrive. You have reached out to us about the importance of SuperNet and broadband through the recent Alberta Urban Municipalities Association (AUMA) and Association of Alberta Municipal Districts and Counties (AAMDC) surveys, fall conventions and resolutions, direct conversations with my department, and through correspondence with my colleagues in Cabinet. I thank you for the time you have taken to reach out, we have heard your concerns, and I can share that we are actively looking at how to provide support on these important issues.

Also recently, the Canadian Radio-television and Telecommunications Commission (CRTC) announced that broadband is a basic service that should be available to all Canadians, and both the federal government and CRTC are in varying stages of releasing broadband funding programs. We have spent time with both these groups, advocating on behalf of Albertans, and we support these important decisions. To that end, my department is already working with communities and Internet Service Providers (ISPs) across Alberta who are considering submitting applications for funding.

.../2
At the same time as many of you are looking into municipal solutions or partnerships to enable better internet for your rural residents, the current SuperNet operating agreement with Axia SuperNet Ltd. is expiring on June 30, 2018. While SuperNet is not the internet, and primarily connects public sector sites in the province; it is also one of the networks used by municipalities and ISPs to bring internet into rural Alberta. We need to take action, and considering the valuable stakeholder insights shared with us, our government has been looking at options for moving forward. Those key considerations, and some important background to help you understand SuperNet and the decisions we face, can be found on the attachment I have enclosed.

Our government values open communication and recognizes that many communities are making efforts to improve broadband at home. While this process unfolds and we confirm government’s direction, we want to caution municipalities on signing long-term agreements with ISPs. The landscape and arrangements could change and we want to position you for success. If you are considering a municipal partnership or agreement with an ISP, please contact our SuperNet Secretariat toll-free for guidance. They can be reached at 1-888-777-4010.

The government will be discussing our approach for the future of SuperNet and potential rural broadband supports in early 2017, and we will ensure you are aware of those decisions.

Thank you for your continued efforts on behalf of the people of Alberta.

Sincerely,

Hon. Stephanie McLean
Minister of Service Alberta

Attachment – SuperNet Municipal Backgrounder

cc: Doug Henderson, Chief Administrative Officer, Cypress County
    Honourable Deron Bilous, Minister of Economic Development and Trade
    Honourable Shaye Anderson, Minister of Municipal Affairs
    Tim Grant, Deputy Minister, Service Alberta
    Stephen Bull, Assistant Deputy Minister, SuperNet Secretariat, Service Alberta
SUPERNET: THE WAY FORWARD AND MUNICIPALITIES

We know that community leaders and Albertans across the province believe that enabling broadband is key to ensuring vibrant and sustainable communities where businesses can thrive. We also know that many internet service providers (ISPs) in rural Alberta count on SuperNet today to deliver internet services to residents and businesses — and as we move forward — we’re working to ensure those services remain available to ISPs and municipalities alike.

On June 30th, 2018 the current SuperNet operating agreement with Axia SuperNet Ltd. expires. In light of the challenges facing SuperNet today, and considering the insights provided by our stakeholders - including municipalities - the Government of Alberta (GoA) has been reviewing options to move forward:

- Job 1 is ensuring service continuity for our indigenous offices, municipalities, public sector schools, hospitals, libraries and government facilities;
- While the GoA is not directly responsible for the delivery of internet services to rural Alberta, we must also continue to support ISPs who use the SuperNet today to deliver internet to Albertans, particularly in our rural and remote areas;
- We must examine ways to address the growing cost of SuperNet, while working to eliminate the issues and challenges raised to us by our many stakeholders;
- We must decide what role the new model for SuperNet should play in supporting rural broadband in Alberta, and what, if any, additional approaches should be considered to advance rural internet in the province – now and into the future; and
- We need to achieve these goals within our existing budget.

WHAT IS SUPERNET?

SuperNet is not the internet. It is a network of fibre optic cables, wireless towers, and electronics whose primary purpose is to digitally connect over 3,300 of our province’s hospitals, libraries, schools, government offices, and many municipal and indigenous offices, in 429 communities. SuperNet is also used by many independent ISPs to provide Albertans and businesses in your municipalities with access to the internet.

Like every network, SuperNet has evolved. It started 15 years ago with the GoA making an investment of $193 million to construct and own a digital network to bring 402 rural and remote communities into the connected world. At that same time, Bell Canada (Bell) stepped up with $102 million to enhance their existing network covering 27 urban centres within the province. The rural and urban networks became the SuperNet, and made Alberta the most connected province in the country.

In 2005, as SuperNet moved from construction into operations, the ownership arrangements and contracts for SuperNet were changed. Bell had invested more than $300 million into completing the build of the rural network, and the GoA decided to give away ownership of that infrastructure, to Bell, in exchange for 10-years of free maintenance. Axia SuperNet Ltd. was also contracted to operate SuperNet.

The GoA now holds rights to use Bell’s fibre and wireless infrastructure until 2045. From 2005 to 2015 maintenance of the Bell-owned infrastructure came at no cost to the GoA. As of 2015 the GoA now faces annual maintenance costs of over $15 million and will have spent more than $300 million, in maintenance fees alone, before having the opportunity in 2035 to purchase only the aged rural infrastructure for $1.

As a result of the 2005 change in SuperNet ownership, increasing maintenance costs, and ongoing challenges with today’s SuperNet model, we face some difficult decisions in paving the way forward.

WHO CAN I CONTACT WITH QUESTIONS?

The GoA will continue to work with all municipalities to ensure we maintain clear and open communication regarding SuperNet as we move forward.

All general inquiries should be directed to the SuperNet Secretariat and Rural Broadband Line: (Toll-Free) 1-888-777-4010.
COUNCIL REQUEST FOR DECISION

PROJECT: City of Medicine Hat Fire Services Agreement

PRESENTATION DATE: April 17, 2017

PRIORITY AREA: Emergency Services

WRITTEN BY: Anna Mast

REVIEWED BY: CAO

BUDGET IMPLICATION: ☒ Funded by Dept. ☐ N/A ☐ Reallocation

LEGISLATIVE DIRECTION: ☐ None ☐ Provincial Legislation ☒ County Bylaw

Fire Services Board Bylaw 2016/15

STRATEGIC PLAN GOAL: Provides high quality, safe, affordable services and amenities.

STRATEGY: Continue to provide effective planning, agricultural, public works and fire safety services.

ATTACHMENT(S): TSi Fire Services Agreement with City of Medicine Hat Report (In-Camera)

RECOMMENDATIONS:

1. Council move to extend the Agreement with the City of Medicine Hat for firefighting services until December 31, 2017 at the rate of $364,389.76 for 2017, provide notice the Agreement will not be renewed and request a Mutual Aid Agreement effective January 1, 2018.

2. Council move to cancel the Agreement with the City of Medicine Hat for firefighting services as of July 31, 2017 and request a Mutual Aid Agreement effective August 1, 2017.

3. Council move to submit the TSI drafted proposed Agreement for firefighting services to the City of Medicine Hat for a 3.5 year term.

4. Council move to submit the TSi drafted proposed Agreement for firefighting services to the City of Medicine Hat for another 3.5 year term as amended.

BACKGROUND:

On March 7, 2017 TSi presented to Council in camera their final report on the Fire Services Agreement with the City of Medicine Hat. Council requested that the report go to the Fire Services Board for a recommendation back to Council. At the April 12, 2107 FSB meeting, the FSB moved recommendation #1 to Council.

Currently, the County is in a vulnerable position pertaining to the ability of the City to request additional fees at any time as well not having control over escalating costs that the City has budgeted. Overall, the City itself has estimated a 7% budget increase, each year, for at least the
next five years. As well, there are two modern serviced and maintained County engines located 
in the City and they are not being utilized to their potential while responding to calls within the 
County.

The FSB feels the County can achieve a similar level of service with their own personnel and 
equipment. Initially the plan would include increasing station response areas and dual 
responses by stations that surround Medicine Hat (Seven Persons, Irvine, Box Springs & 
Schuler) In the medium term, establish a Dunmore station with personnel operating from an 
existing County building or a locally leased building. Longer term, a Dunmore Fire station can 
be built, perhaps with training facilities. For those responses that may require more personnel 
on scene, a Mutual Aid Agreement with City Fire would address those concerns. Many of these 
comments were noted in the GAP Analysis of the FMP report prepared by TSi.

In terms of availability of firefighters to attend calls until a Station is in place, there are 
approximately 20 well trained County firefighters who live on the outskirts of the City limits or 
within the City Fire response area. An on call rotation with these members could be used until 
a Dunmore Station is fully functional and operational. These members along with dual station 
call outs as well as expanding station response areas addresses any public safety concerns.

If recommendations 3 or 4 is approved, then the proposed Agreement would be presented to 
the City. The draft agreement as far as we know, has not gone beyond the City Fire Chief.
COUNCIL REQUEST FOR DECISION

PROJECT: Compensation Policy – Proposed Amendments

PRESENTATION DATE: April 4, 2017

PRIORITY AREA: Corporate Services
WRITTEN BY: John Belanger
REVIEWED BY: CAO

BUDGET IMPLICATION: ☒ N/A  ☐ Funded by Dept.  ☐ Reallocation

LEGISLATIVE DIRECTION: ☐ None  ☐ Provincial Legislation  ☒ County Policy

Compensation System

STRATEGIC PLAN GOAL: Fosters sound governance, leadership and accountability

STRATEGY:

ATTACHMENT(S): compensation System

RECOMMENDATIONS:
1. Council move to approve the Compensation System Policy as presented
2. Council move to approve the Compensation System Policy as amended to include an exception range of 5% for management only.
3. Council move to receive for information.

BACKGROUND:
On February 21, 2017, Council adopted a new salary Grid as presented to Council. The Salary grid moves from 9 classifications to Twenty Four with 7 steps in each classification as opposed to 13. The restructuring of the salary grid follows the restructuring and growth of the organization during the past several years.

Suggested changes to the Compensation Policy include; additional verbiage has been added to provide clarification of job rate requirements. The Exception range should either be removed as there are now enough classification to reclassify a position should future surveys return that a position is being paid below the median wage or be amended to 105% for management as per the recommendation on the following page. The COLA measuring date has been changed to reflect the Counties budgeting season and to eliminate the need to reconcile and issue retroactive pay after the information comes out at the end of January. As this is a measurement of averages, this would not have any impact on the budget. This request is purely to increase efficiencies within the organization.
The Johnson Report commissioned in 2012/13 was reviewed with the intent of verifying current practice and whether the compensation policy meets Cypress County’s needs since the reorganization of the County. With knowledge of other grids, it was found that the grid adopted as a result of the Johnson Report was not meeting the County’s needs in 2017, was insufficient for onboarding of new positions, was insufficient for correcting classification issues without creating further problems and did not provide control mechanisms to make sure positions were not creeping above market rate.

The following observations were made in reviewing the Johnson Report recommendations.

1. The Johnson report recommended that a hybrid 65th percentile be used for management and 50th percentile be used for other administrative and municipal worker positions. While adopted by Council through Policy, the 65th percentile was never implemented. The cost of this implementation would have been in excess of $250,000/annually. The recommendation as per the re-written policy is to have all positions at the 50th percentile and have proper classifications to control salaries.

2. The Johnson report recommended an exception range of 120%. The Salary grid adopted on February 21 has eliminated the need for an exception range. For management already in exception range, employees would remain an exception rather than moving to the next classification. This provides control to the CAO to meet market rate without reclassification. Once reclassified, there is an expectation by employees that they will automatically move up the next level. This would provide a control mechanism for salary creep.

3. The grid adopted on February 21 has an average of 10% between classifications for management. An alternative to the above, would be to have an exception range of 105% for the management section only. This would provide the CAO with a control mechanism to meet market rate without reclassification.

4. The Johnson report was commissioned five years ago and the corporate structure has changed in the past five years.

5. The Johnson report had recommended having less steps in each classification which was adopted through the new grid.

Specific quotes from the Johnson Report

*An important note is that like most municipal and public sector organization in Alberta today, Cypress County, must continue its on-going due diligence in the review, development, implementation and administration of its management and supervisory (exempt) and non-supervisory employee compensation program.*
A well-designed Compensation Program will support your goals and values; ensure your ability to successfully attract and retain key talent now and into the future; and ensure sustained operational viability through competitive market practice.
C.1 OBJECTIVES

For Cypress County, the implementation of a competitive and aligned compensation program is an issue of key importance. A well designed compensation program will support Council’s goals and values; ensure the ability to successfully attract and retain key talent now and into the future; and ensure sustained operational viability through competitive market practices.

The desired outcome for Cypress County is a Compensation Program that supports:

- the overall organizational “total compensation” philosophy,
- recognizes the distinct culture and operational mandate,
- considers the unique organizational structure and design of jobs (i.e. more diverse and generalized roles versus very specific roles designated to single function or process); and
- reflects current geographic implications (i.e. Southeastern Alberta versus the economic and competitive climate of the Edmonton-Calgary zone).

C.2 GRID METHODOLOGY

A twenty-nine row salary grid has been established, with 7 13 steps (columns). Step 3 9 is considered the typical Entry or Starting Rate and Step 7 13 is considered the Market or Job Rate. Employees are assigned a position in the respective salary range determined for their position, based on individual factors such as:

- Knowledge (a combination of education and relevant experience)
- Qualifications, skills, and abilities
- Designations and accreditation

It includes a “hybrid” compensation philosophy with a minimum of the 50 65th percentile for all staff. Leadership and management/ supervisory roles (i.e. CAO, etc) as well as specialized job and/or “hot skills” jobs: and the market median 50th percentile for all other administrative and non-supervisory positions.

Based on “best practices” in salary structure (salary range) design, the County has fine-tuned the design of their current salary ranges to incorporate the following structure:
Developmental Entry - Below Step 3 9:

This is the typical entry point for an individual who does not possess all of the requisite knowledge and experience for a particular job. Based on performance, they will typically progress from the “minimum” (80%) to the “normal entry” (90%) within 2-3 years.

Normal Entry - Step 3 9

This is a more common placement for individual employees who have a combination of some of the required knowledge, and/or some experience (ideally relevant, or job related experience). Based on performance, they will typically progress from the “normal entry” (90%) to the “market rate” (100%) within 4 years.
Market or Job Rate - Step 7 13

This is the position in the salary structure that most positions are commonly administered to. This is the “job rate” or the “market rate” or “fully qualified working rate”, and is reflected as 100%. It is common in every organization that a majority of employees will eventually reach this point in the salary structure. Accordingly, any future increases in base salary are ONLY a result of the salary range being adjusted for market reasons such as annual market adjustments, cost of living adjustments, etc. Individuals will not progress beyond this “control point” unless they acquire additional skills, competencies and knowledge, and are then promoted into a different position with a change in responsibilities.

Fully Qualified means both experienced and educated in a field of work. Progression through the grid may include a specification to obtain education to reach the next level and ultimately the market or job rate. A designation or certificate in ones’ field does not qualify as additional competencies to be reclassified to the next classification level, unless survey results indicate otherwise, however, utility operator increments are tied with the Alberta Environment certifications in addition to job performance.

Exception Range—Above Step 7 13

The exceptional range would be used to administer salaries for individuals who have reached the job rate. Rarely would grid salary increases beyond the job rate occur, however, one or more of the following criteria would be considered:

- “Hot skill” positions, or hard to fill jobs (i.e. unique to an organization, geographic area, etc.)
- “High Potential” employees who are currently at the job rate of their respective range; and are identified or deemed to be successors to others.
- “Key Contributors” are individual employees who are consistently solid and above average
- “Long tenured” employees are those who have been with Cypress County for an extended period of time, are solid performers, demonstrate appropriate behaviours and values, and have no desire to assume roles of greater responsibility.

In lieu of grid increases beyond row 7 in this range, the County prefers an annual, non-cumulative performance bonus system based on the above criteria listed below. Requests for bonuses will be forwarded from supervisors to the CAO for approval. Maximum annual bonus will be limited to $1,000.

- “Hot skill” positions, or hard to fill jobs (i.e. unique to an organization, geographic area, etc.)
• “High Potential” employees who are currently at the job rate of their respective range; and are identified or deemed to be successors to others.
• “Key Contributors” are individual employees who are consistently solid and above average
• “Long tenured” employees are those who have been with Cypress County for an extended period of time, are solid performers, demonstrate appropriate behaviours and values, and have no desire to assume roles of greater responsibility.

Employees who were positioned in the exception range prior to the new grid being implemented may remain in the exception range until such time as market indicators warrant a move to the next classification.

Annually, the CAO, in conjunction with the HR Coordinator and the Directors, will review the grid and compensation package. This will include a review of the annual Alberta Municipal Services Corporation (AMSC) Wage and Salary Survey Customized Report and any other relevant reports, to determine if any grid adjustments are warranted. Recommendations will be presented to Council for approval.

C.3 LIST OF PARTICIPATING ORGANIZATIONS

The following municipal organizations (if they participate) will be included in the annual AMSC Wage and Salary Survey Customized Report to determine the external market for pay comparison:

- Camrose County
- Clearwater County
- County of Lethbridge
- County of Newell
- Kneehill County
- Red Deer County
- MD of Willow Creek
- Wheatland County
- MD of Taber
- Mountainview County
- Sturgeon County
- County of Forty Mile
- MD of Foothills No. 31

As with all custom salary surveys, not every position can be or will match the participating organizations due to their uniqueness and/or differences in:

- organizational design,
- structure and design of jobs,
- reporting relationships,
- geographic considerations.
C.4  COST OF LIVING ADJUSTMENT (COLA)

COLA links wages to movements in the Consumer Price Index (CPI). The CPI is a measure of the rate of price change for goods and services experienced by consumers in maintaining a constant standard of living. Each month an index is provided by Statistics Canada. The COLA is calculated by determining the average CPI from September to August for southern Alberta for the current year and the previous year. The current year is divided by the previous year to determine the percentage increase. Each January, the COLA will be applied to the salary grid.

C. 5  COMPENSATION FACTORS

The compensation for staff is a matter of some complexity. There are a variety of factors taken into account in establishing salary levels and recommending a practical system, including: current levels of compensation; the external market; job ranking; ability to pay.

In order to ensure that the comparisons are consistent, the survey data based on “job matching” will be analyzed for a reasonable fit. For this reason, several positions in other communities may not be considered a match to those in the Cypress County, and for that reason, may be eliminated from the data.

The following criteria for ranking employees is utilized:

1. Decision-Making - Each position requires certain decisions to be made affecting the nature of the work; the order in which it is to be done; the speed of the work, etc. Some decisions an employee makes are within their degree of authority and thus are final at that level. Others are not within the authority of the individual and thus advice on a decision is provided to the appropriate position (or Council). Thus, a distinction is made between the "authority to decide" compared to the "obligation to advise".

2. Complexity - A second criteria for ranking positions to be considered by Council is the degree of complexity within the job. Complexity is seen as a function of two related factors: the number of tasks and the diversity of those tasks. Some positions involve very few and significant tasks. Other tasks are highly repetitive and in some cases the necessary decisions became a matter of routine. Other positions incorporate tasks that differ on a consistent basis and thus require a different degree of decision-making skills.
3. **Difficulty** - A third criteria recognizes the fact that some positions require decisions to be made under more difficult conditions. The degree of alertness required varies from position to position. In other cases, the amount of time pressures (or deadlines) varies considerably. And in some positions, there is a constant need for care/precision (e.g. accounting) that is not present in a similar degree in other positions.

4. **Supervisory** - A fourth criteria which is seen to be important by Council is the fact that some positions require considerable supervisory skills which others do not. The need for good supervision was seen as vital to the smooth flow of the organization.

C. 6 **Grid Interpretation Guidelines**

The grid reflects four different sectors of employment within the County; Management, Technical, Administration and Municipal Worker. Measurement for management and technical are measures on an annual salary basis, while Administration and Municipal Worker are generally measured on an hourly basis. Each sector and classification has levels of education and position guidelines for reference in placing an employee on the grid. Employees do not automatically graduate to the next level on the grid if the movement is not supported by factual information. The Corporation (AMSC) Wage and Salary Survey Customized Report and any other relevant reports will be used to determine if a step on the grid is warranted.
# COUNCIL REQUEST FOR DECISION

**PROJECT:** ADM 4 Subsistence and Travel Expenses  
**PRESENTATION DATE:** April 18, 2017  
**PRIORITY AREA:** Corporate Services  
**WRITTEN BY:** John Belanger  
**REVIEWED BY:** CAO  
**BUDGET IMPLICATION:** □ N/A □ Funded by Dept. □ Reallocation  
**LEGISLATIVE DIRECTION:** □ None □ Provincial Legislation ☒ County Policy  

## ADM 4 Subsistence and Travel Expenses

**STRATEGIC PLAN GOAL:** Fosters sound governance, leadership and accountability  
**STRATEGY:**  

## ATTACHMENT(S): ADM 4 Subsistence and travel expenditures

## RECOMMENDATIONS:

1. Council move to approve ADM 4 Subsistence and Travel Expenses as presented.  
2. Council move to approve ADM 4 Subsistence and Travel Expenses as amended.  
3. Council move to receive for information.

## BACKGROUND:

Proposed Amendments for ADM 4 Subsistence and Travel Expenses have been drafted to clarify travel expenses when attending FCM on behalf of the County.

Councilors travelling to FCM on behalf of the County may be accompanied by their spouse as part of the partner program.

When attending FCM and the cost to drive to the conference exceeds the cost of airfare for the Councilor and his spouse the partner program will be extended to include airfare for the Councilors’ spouse. As this is not a direct cost of office it would be considered a taxable benefit under the Income Tax Act.
# CYPRESS COUNTY POLICY

**TITLE:** Subsistence and Travel Expenses  
**POLICY NO.:** ADM 4  

**AUTHORITY:** Resolution No.: 86/400  
**DATE:** October 28, 1986  

**REVISED:**  
- Resolution No.: 90/248  
  - DATE: November 6, 1990  
- Resolution No.: 98/76  
  - DATE: March 5, 1998  
- Resolution No.: 2000/113  
  - DATE: April 4, 2000  
- Resolution No.: 2005/270 & 271  
  - DATE: October 18, 2005  
- Resolution No.: 2006/198  
  - DATE: July 18, 2006  
- Resolution No.: 2009/12  
  - DATE: January 6, 2009  
- Resolution No.: 2010/316  
  - DATE: December 21, 2010  
- Resolution No.: 2013/19  
  - DATE: February 5, 2013  
- Resolution No.: 2013/373  
  - DATE: December 17, 2013  
- Resolution No.: 2016/67  
  - DATE: February 2, 2016  
- Resolution No.: 2016/614  
  - DATE: December 20, 2016

## POLICY STATEMENT

It is the policy of Cypress County to pay personal and other travel expenses necessarily incurred by Councillors, their partners, their appointed representatives, Paid on Call firefighters, and County staff in the performance of their duties. They are neither asked to subsidize costs nor invited to indulge themselves at public expense.

## ADMINISTRATION

The administration of this policy shall be the responsibility of Corporate Services in co-operation with supervisory staff.

Councillor and appointed representative expense claims will be circulated to Council for review. Approval will be based upon appointments made at the Organizational meeting of Council, policy or as authorized by Council resolution.

Reimbursement of expenditure is not allowed unless the expenditure is actually and ultimately made. Except where stated otherwise, a claim for reimbursement must be accompanied by receipts or satisfactory proof of payment.

## TRANSPORTATION AND TRAVEL

Reimbursement for the use of a private vehicle on County business shall be based on the number of kilometres travelled at the following rates:
55 cents per kilometre for Councillors, their appointed representatives, Paid on Call firefighters, and staff WITHOUT assigned or convenient access to a County vehicle as part of their regular work duties and responsibilities.

Staff who are required to travel to and from a satellite worksite seasonally, shall be compensated for kilometres in excess of their round trip travel from home to their normal designated place of work (Office Administration Building in Dunmore, satellite shops).

Paid on call firefighters will be reimbursed expenses when attending a training event other than at their local station.

27 cents per kilometre for staff WITH assigned or convenient access to a County vehicle as part of their regular work duties and responsibilities, BUT, choose to use a private vehicle.

Any other mode of transportation for staff requires prior approval and shall be reimbursed at cost upon presentation of a receipt. All travel shall be by the most direct and economical route. An official or employee may select his route and mode of transportation to combine personal activities with County business, but reimbursement shall be paid on the basis that would have applied had the trip been made using the most direct and economical route.

All Councillors, their appointed representatives and employees using a private vehicle for County business under this policy, shall complete an owner/operator statement that provides operator’s license information, & insurance details, and authorizes the County to obtain driver’s license abstracts.

Other eligible travel expenses that may be claimed include:

- Taxi fares
- Automobile rental
- Parking charges
- Public transportation fares
- Telephone call involving County business
- Airline flights

**ACCOMMODATIONS, MEALS AND INCIDENTAL EXPENSES**

Accommodation shall be reimbursed at cost.
Registration fees shall be reimbursed at cost.
Spouse or partner registration fees for the AAMDC Fall Convention shall be reimbursed at cost for:
- Federation of Canadian Municipalities (FCM) Conference
- AAMDC Spring and Fall Convention.

Base Meals and incidental Costs do not require receipts for reimbursement.

- Breakfast - $15.00 (leave before or return after 7:30 A.M.)
- Lunch - $20.00 (leave before or return after 1:00 P.M.)
- Dinner - $30.00 (leave before or return after 6:30 P.M.)
Amounts claimed in excess of the above base meal rate shall be accompanied by a receipt.

An allowance of $30.00 shall be paid for personal incidental expenses for each full 24-hour period away.

An official or staff may claim only for a meal or meals that are not provided.

**COUNCILLORS ATTENDING NATIONAL CONFERENCES**

When Councillors are attending the Federation of Canadian Municipalities Annual Conference and private vehicle expenses would exceed the cost of flying the Councillor and their partner, the partner program will be extended to include airfare. This is not considered a direct cost of office and will be subject to Canadian Revenue Agency (CRA) rules as a taxable benefit.
**Director of Corporate Services Report**

**Finance**
- Updating Payroll records in Diamond and Questica

**Corporate Services**
- GVN is expected to start the Onefour Fire Station in early May.
- Working on a lease arrangement with Joanne Spinks of Irvine for land.
- Attended a course on Organizational Development at Medicine Hat College
- Submitted expression of Interest to MCCAC for solar project

**Purchasing**
- Continue analytical work on Vehicle Capital Plan

**Information Technology**
- Working on Laser Fiche Structure and filing system
- Built Laser Fiche retention policies
- Ongoing Educational Brown Bag Sessions

**Assessment**
- New Account structure for Tax notices is about 50% to 60% complete.
- Working with Diamond to develop tax notices that are clear, concise and easy for tax payers to interpret.

**Recreation**
- Prepared Recreation Package with LesleyAnn
- Prepared documents and facility agreements for Irvine Ag Society and 20 Mile Post Rodeo Committee.

**Recommendation**
1. Council move to receive the Director of Corporate Services Report as presented.
DIRECTOR OF PUBLIC WORKS REPORT

- **Rural Road Maintenance**
  - Now that spring has arrived operators are in full force blading gravel roads.
  - A few small culverts are beginning to expire on gravel roads throughout the County and are being scheduled for 2017 replacement.

- **Solid Waste Transfer Sites**
  - The Director of Public Works and Public Works Operation Supervisor are collaborating with the City of Medicine Hat and the Town of Redcliff in creating a Request for Proposal (RFP) for the Regional Solid Waste Study funded from Alberta Community Partnerships (ACP).
  - Administration is in the process of setting up meetings with County Solid Waste Transfer Site Caretakers to discuss recycling and appropriate Transfer Site maintenance.
  - The Request for Quotation (RFQ) for Suffield Solid Waste Transfer Site Caretaker closed April 12th and only one bid was received. Staff are in the process of reviewing the RFQ.

- **Public Works General**
  - 2017 Spring Street Sweeping Program in all Hamlets commenced the week of April 10th.

- **RoaData Services Ltd.**
  - The first quarterly 2017 Fee Allocation Reconciliation Report (period of January 1st to March 31st) has been received by RoaData Services.
    - Net Permit Revenue received = $1,253.97.
    - Total number of Travis Permits Issued with RoaData Service Fees = 167
    - Total number of Travis Permits Issued without RoaData Service Fees = 1

- **Fleet Maintenance Department**
  - The Finning Customer Appreciation Lunch was held on April 11th with prodigious participation and success.
  - Administration operations restructuring with Diamond software program is approaching one year and continues to progress satisfactorily with optimism from staff.

- **Utilities**
  - Tender packages for the Suffield Water Distribution Lines Upgrade went out the week of April 10th and will close the week of April 24th. A site meeting is scheduled for the week of April 17th.
  - The purchase of new VGB equipment is in process.
  - Completion with 3 water plant inspections by Alberta Environment & Parks (AEP) completed.
  - Annual Spring Sewer Maintenance Program underway and near completion. This program includes visual inspections of all Manholes.
• **Traffic Counts**
  - Rge Rd 52A between Twp Rd 130 & Twp Rd 132 (10 Day Count) Ave 136 per day.
    - 104 medium sized vehicles per day (Cars, Trucks)
    - 29 larger sized vehicles per day (Tractor Trailers)
    - 3 smaller sized vehicles per day (Motor Bikes, Quads)
  - Graburn Rd between Rge Rd 11A & Rge Rd 102A (14 Day Count) Ave 41 per day.
    - 39 medium sized vehicles per day (Cars, Trucks)
    - 2 larger sized vehicles per day (Tractor Trailers)
    - 0 smaller sized vehicles per day (Motor Bikes, Quads)

• **County Campgrounds**
  - The new non-potable Water Cistern at the Cavan Lake Campground was installed the week of March 13th as per 2017 operating budget.
  - Sandy Point Campground maintenance agreement RFP is closed and in the process of being signed by the successful bidder. Three applications were received.

• **Meetings**
  - Administration met with Parramatta Water Co-op the week of April 3rd to respond to questions, discuss possible water Licence purchase and explore further options regarding the Co-op. Future meetings are expected in the next few weeks.
  - Administration met with Alberta Transportation the week of April 3rd to discuss Gravel Lok application to Hwy 515 east from Hwy 41 south. Future meetings are expected in the next few weeks.
  - Met with Irvine Riding Community regarding Irvine Centennial Park Flooding. Ross Creek breached the berm the week of March 13th filling the park to a water level of approximately 5 feet. The Riding Community reacted by renting a large pump for 3 days to pump out the water in the park and prevent further damage. 3 days of volunteer time were spent to pump the water out. 5 days were spent cleaning up remaining silt and debris once water had receded. The intake of the drainage culvert that was installed when the berm was built to assist in draining the park when flood events occurred became covered with silt over past years. Volunteers located and exposed the intake and asked if the County could provide an extension to the culvert to help make it functional again. The County provided an extension to be attached to the culvert along with 30 yards of gravel to regroom the graveled portion of the park. The Irvine Riding community donated $375 for pump rental and fuel, a volunteer back hoe and operator to expose the culvert to attach the culvert extension. A total of 90 volunteer hours were spent restoring the park. The new shelter was not impacted as its new location was above the water level.

**Recommendation**
1. Council move to receive the Director of Public Works Report as presented.
Cypress County
Period of Sunday, January 01, 2017 - Friday, March 31, 2017
Generated on Monday, April 03, 2017

FEE ALLOCATION RECONCILATION REPORT

ALBERTA TRANSPORTATION PERMIT FEE ALLOCATION

TRAVIS PERMITS

# of Permits Issued: 167
# of Permits Without a RDS Service Fee: 1

TOTAL TRAVIS PERMITS: 168

Fixed Fee: $2,910.00
Variable Overweight Fee: $770.97
Cancellation Fee: $15.00
GST Collected: $146.25
TOTAL FEES COLLECTED: $3,842.22

NET PERMIT REVENUE $1,253.97

ROADDATA SERVICES LTD. APPROVAL FEES

RDS APPROVALS

# of Approvals: 167
# of Denied Approvals: 3

TOTAL RDS APPROVALS: 170
TOTAL RDS NO CHARGE MODIFIES: 26
RDS Approval Fees: $2,465.00
RDS GST: $123.25

TOTAL RDS SERVICE FEE $2,588.25

STATISTICS

Average Net Revenue to Municipality: $7.46
Average Variable (overweight) Fee: $4.59
Percentage of Unapproved or Denied Approvals: 1.79%
Municipal Net Revenue as a Percentage of Total Revenue Collected: 32.64%
Chief Administrative Officer (CAO) Report

- **Staffing**
  - Emergency Services Supervisor position has been offered and verbally accepted.
  - Seven new seasonal staff have been hired as the road oiling crew has started operations for the season.

- The Felesky Water Licence proposed transfer was advertised in the Medicine Hat News on Saturday April 15. There is now a 30 day public review period.

- Included in this report is a Municipal Affairs Bulletin on proper procedure for in camera portions of meetings. Council and committee meetings are to be in public unless an exception from FOIP is allowed. Further, the recent Municipal Inspection Report for the Town of Fort Maclead states “Best practices show that municipal councils show greater disclosure on the reason for closing the meeting, and specifically state Freedom of Information and Protection of Privacy (FOIP) related exceptions to disclosure.” In camera is not to be used to discuss sensitive or controversial issues.

- A significant comment from the Brazeau County Municipal Inspection Report states “The best practice is to have the CAO and administration separated from Council to create a clear perception of role separation”. This shows a clear distinction between governance and administration. Council may want to consider this in a future capital plan for Chambers modernization.

- Postponement or Tabling of motions is dictated by County Procedure Bylaw 2015/23, Section 9(e). Placing an item on the Table is a temporary action during the meeting, to deal with another more urgent matter (such as a scheduled delegation) or to allow Administration to get an answer to a simple question. Postponement is to be used when matters are not urgent, or perhaps when many questions need to be answered with detailed research. The item would be brought to a future meeting fully researched allowing Council to make an informed decision.

- Statistics Canada released results of their 2016 census earlier this year. Administration has reviewed the numbers and the corresponding geographical census block boundaries for hamlets. The official County hamlet populations are shown on the attached page.

Municipal Services Updates

- FCSS purchased a mental health display stand with various information brochures, to try out at the County office.
- SE Alberta Regional Tourism Partnership representatives are in the process of getting commitments from other regional partners to produce the first of a series of travel maps/brochures to be distributed at the various Alberta Tourism Centres in time for the May long weekend.
Sandy Point Boat Launch project is still on hold while the partners wait for the Provincial Government to decide whether they are able to provide funding towards the project.

Audiometric testing has been scheduled for all employees on April 25th & 26th. Destination Hearing Inc. is the provider (formerly known as Zeeman Audiology).

Health & Safety Supervisor Tim Davies is now a certified Municipal Health & Safety Auditor (certification through AB Muni Health & Safety Assn).

Firefighter orientations are being completed on a regular basis. As of today, there have been 29 firefighters who have received the County’s general Health & Safety orientation. Some of the items covered in the orientation are: introduction to Standard Operating Guidelines, WHMIS 2015 & GHS (Global Harmonization System), various fire policies, the duty to report incidents/injuries and the County’s Health & Safety policy.

Tree trimming is completed in the Hamlets of Schuler & Hilda. No further tree trimming requests will be done by the County until next winter to avoid anyone inadvertently cutting elm trees during the elm tree cutting ban from April 1st to October 1st.

There is an increase in dogs running at large, which is expected this time of year. No dogs have been impounded as owner was located.

An increase in illegal dumping (usually in ditches) has been noticed; again, expected when the weather gets warmer after winter.

Assisted MHPS in locating a missing Medicine Hat man. HALO was used in the search.

Met with local and various enforcement agencies at the Medicine Hat police station to foster better working relationships and to bridge the gap for improved communication and information sharing.

The Peace Officer is keeping a watchful eye on the hamlets in terms of beginning enforcement of unsightly properties. It is her practice to begin enforcement at the end of April.

**Items for Information**

Typically, once every two weeks a number of items are emailed to Councillors. These items are general in nature and do not appear to need Council’s action. However, any councillor that wants one of the items added to the agenda can make that request.

- Fortis Alberta Customer Reception Invite
- EFT payments for FCM’s Legal Defence Fund
- Minister response – Consultation w/First Nations on Land and Natural Resource Mgmt
- Land Use Framework expected to impact municipalities
- Keystone XL update
- Minister message – Strengthening Municipalities
- Highway 3 Twinning Development Association minutes
- KPMG – Allowance for Certain Officers
- Plains Midstream – Annual Report
- Minister Approval – MD of Taber Intermunicipal Collaboration grant
- Minister Approval – City of Medicine Hat Intermunicipal Collaboration grant
- Minister Letter – Seniors Service Awards
Cypress County Population
5111 square miles, 13,237 km²

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<td>Seven Persons</td>
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<td>Veinerville</td>
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<td>Walsh</td>
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<td>Hamlet Total</td>
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<td>Total</td>
<td>7662</td>
<td>7214</td>
<td>6729</td>
<td>6235</td>
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</table>

7662 = 6.2% increase

**Note: Hamlet totals do not include Elkwater or Ralston**
IN-CAMERA DISCUSSIONS OF COUNCIL

What is in-camera?

In-camera is a legal term meaning “in private”. When a council goes in-camera, it means that the council meeting(s) (as defined in the Municipal Government Act (MGA)) is closed to the public.

Under what authority can a council go in-camera?

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) Act (Sections 16 to 29). NOTE: Section 197(2.1) is the exception to the rule, allowing municipal planning commissions, subdivision authorities, development authorities and subdivision and development appear boards to deliberate and make decisions in meetings closed to the public.

How to prepare for in-camera discussions?

In-camera discussions should be listed on the agenda for the meeting in which they are held. The agenda should contain a ‘Confidential’ heading and then provide a brief description of the topic. For example, “Personnel - Evaluation” could be used to describe conducting the performance appraisal of a chief administrative officer or “Legal – Arena Project” could describe discussions regarding a pending court case. Further information is not required.

How to record in-camera discussions?

A resolution of council is required to go in-camera to discuss matters covered by the exceptions to disclosure in the FOIP Act. Any background information on the confidential items should be circulated and collected during the discussion.

It is strongly recommended that an in-camera discussion not be recorded as any notes or minutes taken during the discussion may be requested as part of a FOIP request. The council meeting minutes should reflect that a motion was made to move into an in-camera session and then another to move out of the in-camera session and return to the open meeting.

Council members, the CAO and any others included in the in-camera discussion are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

Section 197(3) of the MGA prohibits the passing of a resolution or bylaw during an in-camera discussion (with the exception of a motion to revert to a public meeting). If a
direction or decision is reached in-camera, then a resolution must be made in the open meeting so that council’s direction(s) are recorded and acted on.

Municipalities may have additional requirements outlined in their Procedure Bylaw that clarify in-camera discussions, such as identifying when they are held during the regular council meeting.

**Who can attend an in camera discussion?**

All members of Council, guests (at the discretion of council), and most times, the chief administrative officer may attend in-camera discussion. The media and general public cannot attend the closed discussion, but are welcome to return to the council meeting following the in-camera discussion.

**What can be discussed in-camera?**

The *FOIP Act* outlines the discussion items that would allow a council to go in-camera, which include matters where a public disclosure could be harmful to:

- Third party business interests; (see Section 16)
- Third party personal privacy; (see Section 17)
- Individual or public safety; (see Sections 18 and 19)
- Law enforcement; (see Section 20)
- Intergovernmental relations; (see Sections 21, 22, 23 and 24) and
- Economic or other interests (see Sections 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations;
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or councils discretion) describing a new land use development should be held in-camera (see Section 16).

**What should not be discussed in-camera?**

The *MGA* sets out clear requirements for municipal councils to conduct their business openly (except in very limited and specific circumstances discussed above). The powers of a municipal council are balanced by councils’ accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of our local governments and express their views to their locally elected representatives.

*As an elected body, councils should avoid conducting business in-camera. This includes discussion of difficult topics,* such as:

- Budget deliberations
  - Tax i.e. assessments/mill rates, penalties
• Capital expenditures
• Any contentious issues
  o Sensitive local issues
  o Bylaw amendments i.e. Land use
  o Subdivision proposals
• Tax recovery i.e. reserve bids for auction.
• Discussions regarding the hiring of additional municipal staff and or the setting of salary ranges.

For more information on how the FOIP Act affects municipalities, please visit the Service Alberta website at www.servicealberta.ca/FOIPP/documents/FAQ_Municipal.pdf.

This is an information summary only and has no legislative or legal sanction. For certainty, refer to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. Copies are available for purchase from Alberta Queen’s Printer Bookstore or electronically at the website link below.

5th Floor, Park Plaza Building
10611 – 98 Avenue
Edmonton AB T5K 2P7
Phone: 780-427-4952
www.qp.alberta.ca
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Resolution Number</th>
<th>Description/Resolution</th>
<th>Action Required</th>
<th>Assigned To</th>
<th>Expected Date of Completion or Date Completed</th>
<th>Status</th>
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<tbody>
<tr>
<td>4-Apr-07</td>
<td>2017/177</td>
<td>Amend Policy ADM 4 - Councillor Spouses</td>
<td>amend &amp; bring back</td>
<td>John</td>
<td>18-Apr-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>4-Apr-07</td>
<td>2017/176</td>
<td>Compensation System Policy postponed</td>
<td>bring back</td>
<td>Doug</td>
<td>18-Apr-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>4-Apr-07</td>
<td>2017/168</td>
<td>Research costs to register parts of Eagle Butte rd and Rge Rd 33</td>
<td>Research costs</td>
<td>Curtis</td>
<td>20-Jun-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>4-Apr-07</td>
<td>2017/167</td>
<td>Perry Yeast Private Access - survey and register road plan.</td>
<td>Survey 7 register road plan</td>
<td>Curtis</td>
<td>20-Jun-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>4-Apr-07</td>
<td>2017/160</td>
<td>Research new website</td>
<td>research and bring back</td>
<td>John</td>
<td>20-Jun-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>4-Apr-07</td>
<td>2017/158</td>
<td>Dunmore Solar Energy Project - submit Expression of Interest and bring back proposal.</td>
<td>Subit to AMSP and bring back proposal</td>
<td>John</td>
<td>2-May-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/141</td>
<td>Draft a survey for residents about internet service</td>
<td>Create survey and bring back</td>
<td>Jeffrey</td>
<td>16-May-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/140</td>
<td>CAO to proceed with purchase of land</td>
<td>purchase land</td>
<td>Doug</td>
<td>6-Jun-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/137</td>
<td>Tsi recommendations for fire contract services</td>
<td>FSB review and bring back</td>
<td>Anna</td>
<td>18-Apr-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/118</td>
<td>RCMP Letter of Expectations</td>
<td>Negotiate Letter of Expectations w/RCMP</td>
<td>Doug</td>
<td>2-May-17</td>
<td>In Progress</td>
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<tr>
<td>21-Feb-17</td>
<td>2017/94</td>
<td>Road Plan Cancellation 7th Ave Dunmore Approved</td>
<td>Awaiting AB Transportation Minister Approval</td>
<td>Curtis</td>
<td>1-Jun-17</td>
<td>In Progress</td>
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<tr>
<td>21-Feb-17</td>
<td>2017/93</td>
<td>Parramatta Water Co-op - Research supply of potable water</td>
<td>Further research</td>
<td>Doran</td>
<td>2-May-17</td>
<td>In Progress</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/74</td>
<td>Pursue the purchase of water licences for rural water co-op</td>
<td>Pursue water licences</td>
<td>John</td>
<td>31-Dec-18</td>
<td>In Progress</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/74</td>
<td>Work with Cypress Rural Water Co-op to apply for grants</td>
<td>Apply for grants</td>
<td>Doran/Curtis</td>
<td>31-Dec-17</td>
<td>In Progress</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/74</td>
<td>Install an upgraded pump at the Veinerville Booster Pump Station</td>
<td>Install Pump</td>
<td>Doran</td>
<td>31-Dec-17</td>
<td>In Progress</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/45</td>
<td>Complete a traffic impact assessment for Hwy 1 &amp; Eagle Buttle Rd and obtain cost estimates for Hwy 1 intersections in Dunmore</td>
<td>Complete assessments</td>
<td>Jeffrey</td>
<td>2-May-17</td>
<td>In Progress</td>
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<td>7-Feb-17</td>
<td>2017/44</td>
<td>Complete a traffic impact assessment for Twp Rd 120 &amp; Rge Rd 60A</td>
<td>Complete assessments</td>
<td>Curtis</td>
<td>23-May-17</td>
<td>In Progress</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/33</td>
<td>Review Peace Officer Job description</td>
<td>Review &amp; bring back</td>
<td>Doug</td>
<td>2-May-17</td>
<td>In Progress</td>
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## Council Action Items

<table>
<thead>
<tr>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>17-Jan-17</td>
<td>2017/06</td>
<td>Bylaw 2016/45 - LUA A-3 Horticulture to A-4 Greenhouse</td>
<td>Postponed until risk assessment study is complete</td>
<td>Jeffrey</td>
<td>1-Jun-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>20-Dec-16</td>
<td>2016/611</td>
<td>Hold two open houses explaining non-residential mill rate increase</td>
<td>Hold 2 open houses</td>
<td>John/Steven</td>
<td>2-May-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>20-Dec-16</td>
<td>2016/606</td>
<td>Deputy Fire Chief position(s) approved</td>
<td>On hold until Fire Chief is hired</td>
<td>Doug</td>
<td>2-May-17</td>
<td>Pending</td>
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<td>6-Dec-16</td>
<td>2016/589</td>
<td>Retain Walsh Water Licence and offer agreement with Society</td>
<td>Draft agreement</td>
<td>Curtis</td>
<td>16-May-17</td>
<td>In Progress</td>
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<tr>
<td>6-Dec-16</td>
<td>2016/584</td>
<td>Provide loan to Western Tractor</td>
<td>Draft agreement</td>
<td>Jeffrey</td>
<td>2-May-17</td>
<td>In Progress</td>
</tr>
<tr>
<td>22-Nov-16</td>
<td>2016/570</td>
<td>Engineering Studies approved for Suffield Distribution Line</td>
<td>Complete Study</td>
<td>Curtis</td>
<td>23-May-17</td>
<td>In Progress</td>
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<tr>
<td>22-Nov-16</td>
<td>2016/558</td>
<td>Research taxing of another government</td>
<td>Waiting on AAMDC’s research</td>
<td>John</td>
<td>2-May-17</td>
<td>In Progress</td>
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<tr>
<td>22-Nov-16</td>
<td>2016/549</td>
<td>Contact Alberta Fish &amp; Wildlife for Report on disease in elk at base</td>
<td>Awaiting report</td>
<td>Jason</td>
<td>23-May-17</td>
<td>In Progress</td>
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<td>1-Nov-16</td>
<td>2016/522</td>
<td>Develop draft tourism strategy</td>
<td>Develop Strategy</td>
<td>Jeffrey</td>
<td>22-May-17</td>
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<tr>
<td>16-Aug-16</td>
<td>2016/421</td>
<td>Sandy Point Park Boat Launch approved contingent on matching funds</td>
<td>Allocate Funds</td>
<td>Jeffrey</td>
<td>2-May-17</td>
<td>In Progress</td>
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<td>2-Feb-16</td>
<td>2016/81</td>
<td>Purchase Felesky Water Licence File No.: 9043</td>
<td>Purchase Licence</td>
<td>Doug</td>
<td>30-Jun-17</td>
<td>In Progress</td>
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<td>12-Jan-16</td>
<td>2016/16</td>
<td>Attain Certificate of Recognition</td>
<td>Attain COR</td>
<td>Tim</td>
<td>15-Dec-17</td>
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<td>7-Jul-15</td>
<td>2015/270</td>
<td>Sponsorship - staff research other sponsorship policies and bring back to a future meeting.</td>
<td>Research Policies</td>
<td>John</td>
<td>23-May-17</td>
<td>In Progress</td>
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## Council Action Items

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<tr>
<td>4-Apr-07</td>
<td>2017/170</td>
<td>South Boundary Rd Maintance contribution approved at 25%</td>
<td>Notify CMH</td>
<td>Curtis</td>
<td>7-Apr-17</td>
<td>Done</td>
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<td>4-Apr-07</td>
<td>2017/169</td>
<td>Dunmore Solid Waste Transfer Site Agreement increase approved</td>
<td>Notify AP</td>
<td>Curtis</td>
<td>7-Apr-17</td>
<td>Done</td>
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<td>4-Apr-07</td>
<td>2017/166</td>
<td>Bylaw 2017/11 Private Dust Control Special Tax</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>6-Apr-17</td>
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<td>4-Apr-07</td>
<td>2017/161</td>
<td>Audited Financial Statement Approved</td>
<td>Post to Website</td>
<td>John</td>
<td>7-Apr-17</td>
<td>Done</td>
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<tr>
<td>4-Apr-07</td>
<td>2017/154</td>
<td>Provide Letter of Support to CCI wireless</td>
<td>Send Letter</td>
<td>Jeffrey</td>
<td>5-Apr-17</td>
<td>Done</td>
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<tr>
<td>4-Apr-07</td>
<td>2017/149</td>
<td>Bylaw 2017/09 - LUA &quot;A-2 Genreal Agriculture&quot; to &quot;CR&quot;</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>5-Apr-17</td>
<td>Done</td>
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<td>4-Apr-07</td>
<td>2017/147</td>
<td>Bylaw 2017/08 - LUA &quot;A-1 IDP&quot; to &quot;CR&quot;</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>5-Apr-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/136</td>
<td>Perry Yeast Road Allowance and Driveway Concerns</td>
<td>Research and bring back</td>
<td>Curtis</td>
<td>4-Apr-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/131</td>
<td>VGB Equipment Purchase Approved</td>
<td>Purchase Equipment</td>
<td>Curtis</td>
<td>7-Mar-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/126</td>
<td>Compensation System make amendments</td>
<td>bring back</td>
<td>John</td>
<td>4-Apr-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/125</td>
<td>Rec Board Meeting approved for April 18</td>
<td>Notify Associations</td>
<td>LesleyAnn</td>
<td>12-Mar-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/124</td>
<td>Bylaw 2017/10 - Master Rates Amendment</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Mar-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/120</td>
<td>Joint Council meeting w/ CMH</td>
<td>Schedule Dinner</td>
<td>LesleyAnn</td>
<td>8-Mar-17</td>
<td>Done</td>
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<td>7-Mar-17</td>
<td>2017/119</td>
<td>2017 FCM Convention</td>
<td>Submit Registrations</td>
<td>LesleyAnn</td>
<td>4-Apr-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/117</td>
<td>Municipal Election - Conduct Advance Vote Approved</td>
<td>Website calendar</td>
<td>Anna</td>
<td>18-Apr-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Mar-17</td>
<td>2017/115</td>
<td>2017 Fire Guardians Appointed</td>
<td>Notify Staff</td>
<td>John</td>
<td>10-Mar-17</td>
<td>Done</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/114</td>
<td>Library Board - Advertise for Public Members</td>
<td>Advertise</td>
<td>Jason</td>
<td>28-Mar-17</td>
<td>Done</td>
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<td>7-Mar-17</td>
<td>2017/113</td>
<td>Bylaw 2017/07 - Library Board</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Mar-17</td>
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<tr>
<td>7-Mar-17</td>
<td>2017/111</td>
<td>Bylaw 2017/06 - LUA A-2 to CR-2</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Mar-17</td>
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<td>7-Mar-17</td>
<td>2017/108</td>
<td>Bylaw 2017/05 - LUA A-2 to CR-FS</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Mar-17</td>
<td>Done</td>
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<td>21-Feb-17</td>
<td>2017/104</td>
<td>Salary Grid 1 approved</td>
<td>Bring back Compensation Policy</td>
<td>John</td>
<td>7-Mar-17</td>
<td>Done</td>
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<tr>
<td>21-Feb-17</td>
<td>2017/89</td>
<td>Policy ADM 26 Credit Cards Approved</td>
<td>Update policy</td>
<td>LesleyAnn</td>
<td>24-Feb-17</td>
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<td>21-Feb-17</td>
<td>2017/88</td>
<td>Promotional Apparel approved</td>
<td>set up ordering</td>
<td>LesleyAnn</td>
<td>27-Mar-17</td>
<td>Done</td>
</tr>
<tr>
<td>21-Feb-17</td>
<td>2017/85</td>
<td>Bylaw 2017/07 - Library Board passed 2nd reading</td>
<td>Bring back</td>
<td>Jason</td>
<td>7-Mar-17</td>
<td>Done</td>
</tr>
<tr>
<td>21-Feb-17</td>
<td>2017/80</td>
<td>Bylaw 2017/02 - LUA A-2 to CR-2</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>22-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/69</td>
<td>Research wireless internet water meters</td>
<td>research/bring back</td>
<td>Doran</td>
<td>4-Apr-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/68</td>
<td>Policy R22 Tree &amp; Brush Control approved</td>
<td>update policy</td>
<td>LesleyAnn</td>
<td>13-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/66</td>
<td>Westar Receivable - allowance for doubtful accounts</td>
<td>set up account</td>
<td>John</td>
<td>13-Feb-17</td>
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</table>
## Council Action Items

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Resolution Number</th>
<th>Description/Resolution</th>
<th>Action Required</th>
<th>Assigned To</th>
<th>Expected Date of Completion or Date Completed</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>7-Feb-17</td>
<td>2017/30</td>
<td>Reserve bids set for tax recovery titles</td>
<td>Notify Administration</td>
<td>John</td>
<td>8-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/64</td>
<td>Sponsorship Funding Request denied - Ralston/Suffield Reunion</td>
<td>Notify Committee</td>
<td>John</td>
<td>10-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/63</td>
<td>Bylaw 2017/04 - Special Tax Seven Persons Church</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Feb-17</td>
<td>Done</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/59</td>
<td>Bylaw 2017/03 - Special Tax Mahar</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Feb-17</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/55</td>
<td>Delegation Request approved for Perry Yeast</td>
<td>Schedule Delegation</td>
<td>LesleyAnn</td>
<td>7-Mar-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/54</td>
<td>Schedule meeting with Redcliff Town Council and CMH Council</td>
<td>Schedule meetings</td>
<td>LesleyAnn</td>
<td>21-Mar-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/53</td>
<td>Councillor to attend Business Advocacy Committee meeting</td>
<td>Notify Chamber</td>
<td>LesleyAnn</td>
<td>9-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/49</td>
<td>Appointed Elkwater Deputy Fire Chief</td>
<td>update list</td>
<td>Anna</td>
<td>9-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/48</td>
<td>Parramatta Water Co-op - Research</td>
<td>Bring back</td>
<td>Curtis</td>
<td>21-Feb-17</td>
<td>Done</td>
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<tr>
<td>7-Feb-17</td>
<td>2017/47</td>
<td>March 21, 2017 Council meeting cancelled</td>
<td>Notify Public</td>
<td>LesleyAnn</td>
<td>13-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/46</td>
<td>AAMDC Spring Attendance &amp; EOEP Course</td>
<td>Register attendees</td>
<td>LesleyAnn</td>
<td>9-Feb-17</td>
<td>Done</td>
</tr>
<tr>
<td>7-Feb-17</td>
<td>2017/40</td>
<td>Bylaw 2016/39 LUA - CR to CR-FS</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>8-Feb-17</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/34</td>
<td>Draft list of priorities for Letter of Expectation between RCMP &amp; County</td>
<td>Draft list and bring back</td>
<td>Anna</td>
<td>7-Mar-17</td>
<td>Done</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/32</td>
<td>Community Policing Report Accepted</td>
<td>Post to Website</td>
<td>LesleyAnn</td>
<td>26-Jan-17</td>
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</tr>
<tr>
<td>17-Jan-17</td>
<td>2017/22</td>
<td>Sponsorship Request - Special Olympics Approved</td>
<td>Distribute Funds</td>
<td>John</td>
<td>7-Feb-17</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/21</td>
<td>Bylaw 2017/01 - Master Rates Approved</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>18-Jan-17</td>
<td>Done</td>
</tr>
<tr>
<td>17-Jan-17</td>
<td>2017/17</td>
<td>Meeting with CFB Suffield Base Commander approved</td>
<td>Notify Base</td>
<td>Anna</td>
<td>20-Jan-17</td>
<td>Done</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/14</td>
<td>Subdivision &amp; Development Appeal Board Appointment</td>
<td>Notify Appointee</td>
<td>LesleyAnn</td>
<td>25-Jan-17</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/12</td>
<td>Bylaw 2016/48 - LUA &quot;A-2 General Agriculture to CR-FS</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
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<td>17-Jan-17</td>
<td>2017/10</td>
<td>Bylaw 2016/47 - LUA A-2 General Agriculture to CR-2</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/08</td>
<td>Bylaw 2016/46 - LUA A-2 General Agriculture to CR-2</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
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<tr>
<td>17-Jan-17</td>
<td>2016/622</td>
<td>County representation at Trans Boundary Grasslands Workshop</td>
<td>Admin attend</td>
<td>Doug</td>
<td>13-Jan-17</td>
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<tr>
<td>17-Jan-17</td>
<td>2017/04</td>
<td>Bylaw 2016/44 - LUA A-2 General Agriculture to CR-2</td>
<td>Update Bylaw</td>
<td>LesleyAnn</td>
<td>24-Jan-17</td>
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<tr>
<td>20-Dec-16</td>
<td>2016/615</td>
<td>Sick Leave Credits approved</td>
<td>Notify Payroll</td>
<td>John</td>
<td>22-Dec-16</td>
<td>Done</td>
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<tr>
<td>20-Dec-16</td>
<td>2016/614</td>
<td>Policy ADM 4 Subsistence and Travel Expenses Approved</td>
<td>Amend policy</td>
<td>LesleyAnn</td>
<td>22-Dec-16</td>
<td>Done</td>
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<tr>
<td>20-Dec-16</td>
<td>2016/613</td>
<td>Amendments to Personnel Policy approved</td>
<td>Amend policy</td>
<td>LesleyAnn</td>
<td>21-Dec-16</td>
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<tr>
<td>20-Dec-16</td>
<td>2016/610</td>
<td>2017 Operating &amp; Capital Budget approved</td>
<td>Distribute Budget</td>
<td>John</td>
<td>1-Mar-17</td>
<td>Done</td>
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<tr>
<td>20-Dec-16</td>
<td>2016/605</td>
<td>Fire Mater Plan Implementation approved</td>
<td>Delegate to FSB</td>
<td>Anna</td>
<td>20-Dec-16</td>
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<tr>
<td>6-Dec-16</td>
<td>2016/590</td>
<td>Amend Policy R22 Road Allowance Tree &amp; Brush Control</td>
<td>Bring back policy</td>
<td>Curtis</td>
<td>7-Feb-17</td>
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<tr>
<td>6-Dec-16</td>
<td>2016/587</td>
<td>Mutual Aid Agreement Approved w/ AB Agriculture &amp; Forestry</td>
<td>Send agreement</td>
<td>Anna</td>
<td>12-Dec-16</td>
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<tr>
<td>6-Dec-16</td>
<td>2016/586</td>
<td>Attendance approved for Brownlee LLP Seminar</td>
<td>Register Attendees</td>
<td>LesleyAnn</td>
<td>12-Dec-16</td>
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</tbody>
</table>