



MINUTES

Cypress County Council Meeting
Administration Building, Dunmore Alberta
July 3, 2018

COUNCIL PRESENT:

Richard Oster, Reeve
Dan Hamilton, Deputy Reeve
Dustin Vossler, Councillor
Darcy Geigle, Councillor
Robin Kurpjuweit, Councillor
Shane Hok, Councillor
Ernest Mudie, Councillor
Michelle McKenzie, Councillor
Alf Belyea, Councillor

ADMINISTRATION PRESENT:

Peter Tarnawsky, Interim Chief Administrative Officer
John Belanger, Director of Corporate Services
Curtis Richter, Director of Public Works
Jeffrey Dowling, Acting Director of Municipal Services and
Planning Supervisor
LesleyAnn Collins, Executive Assistant

CALL TO ORDER: 10:01 A.M

AGENDA - ADDITIONS, DELETIONS & APPROVAL:

Resolution No. 2018/366

Councillor Geigle moved to accept the agenda as presented.

Carried.

MINUTES:

Resolution No. 2018/367

Councillor McKenzie moved to approve the minutes of the
June 19th 2018, meeting as presented.

Carried.

MUNICIPAL SERVICES:

Bylaw 2018/28 –

Master Rates Amended

Planning and Development Services is recommending that applicants provide a refundable deposit as a means of ensuring that the Private Sewage Disposal Permit is submitted to the County as a requirement of the development permit process for the Hamlet of Dunmore.

Resolution No. 2018/368

Councillor Hok moved 1st reading of Bylaw 2018/28.

Carried.

Resolution No. 2018/369

Councillor Vossler moved 2nd reading of Bylaw 2018/28.

Carried.

Resolution No. 2018/370

Councillor Mudie moved for unanimous consent for Bylaw 2018/28 to be read for 3rd reading.

Carried Unanimously.

Resolution No. 2018/371

Councillor Belyea moved 3rd reading of Bylaw 2018/28.

Carried.

**Resolution to
Foothills Little
Bow Zone Meeting**

There have been two fatalities involving bicycle riders on local, hard surfaced roads in Cypress County, specifically on Twp Rd 120 on June 2-3, 2018 weekend. In 2015 Council deemed bicycle ridership on TWP 120 unsafe and directed staff to post signage to discourage bicycle ridership on Twp Rd 120 and to raise awareness by motor vehicle operators of the presence of bicycles on TWP 120.

Resolution No. 2018/372

Councillor Geigle moved to approve the recommended resolution to Foothills Little Bow Municipal Association as presented.

Carried.

**Use of County Roads
By Confined Feeding
Operations**

Approvals for confined feeding operations come under the authority of the Province's Natural Resources Conservation Board (NRCB). Council expressed concerns of having to bere increased maintenance costs for local roads resulting from the increase in heavy traffic with confined feeding operations.

Resolution No. 2018/373

Councillor Vossler moved direct Administration to bring back amendments to Bylaw 2015/26 Cypress County Municipal Development Plan specifying that confined feeding operations are to be located where access to the site may be gained from gravel, new high-grade roads, and to draft a road use agreement bylaw for Council's consideration.

Carried.

**Purchase of City
of Medicine Hat
Water Tender**

The City of Medicine Hat is selling their water tender. Cypress County has previously often relied upon it. The City of Medicine Hat no longer requires the use of the tender due to their strategic placement of fire hydrants within the City.

Resolution No. 2018/374

Councillor Mudie direct Administration to offer the City of Medicine Hat \$65,000 for their Water Tender with funds coming from the Vehicle and Equipment Fund.

Carried.

Resolution No. 2018/375

Councillor Vossler move to direct Administration to bring back information for paying for Firefighter Class 3 license to drive the water tender.

Carried.

**James Hargrave
Memorial**

On October 17, 2017 Walsh firefighter James Hargrave died in the line of duty. Along with James' family, friends and community, Cypress County as a whole, was devastated by the loss of James. It only seems fitting that James be remembered and honored for his ultimate sacrifice with a permanent memorial erected outside of the Walsh Fire Station.

Resolution No. 2018/376

Councillor Geigle moved to direct Administration to erect a memorial in honor of James Hargrave outside the Walsh Fire Station with the County's contribution being a maximum of \$10,000 with funds coming from General Reserve.

Carried.

**Director of
Municipal Services
Report**

The Director of Municipal Services Report was presented.

Resolution No. 2018/377

Councillor Belyea moved to receive the Director of Municipal Services Report as presented.

Carried.

CORPORATE SERVICES:

Municipal Asset Management Program Application

On May 1, 2018, Council passes a motion to complete a facility assessment of the Irvine Ag Complex. After this motion, the County has received inquiries about assessments on the Schuler Skating Rink and the amalgamation of the Schuler Community Association with the Schuler Curling Club.

Resolution No. 2018/378

Councillor McKenzie moved to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program MAMP for Engineering Study of Major Recreational Facilities owned by the County. Be it therefore resolved that the County commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- a) Facility Assessment of Irvine Ag Complex and possible expansion
- b) Facility Assessment of Schuler Skating rink
- c) Facility Assessment of Schuler Curing rink and possible expansion.

Carried.

Financial Report

The Financial Report ending May 31, 2018 was presented.

Resolution No. 2018/379

Councillor Kurpjuweit moved to receive the Financial Report ending May 31, 2018 as presented.

Carried.

RECESS: 11:21 A.M.

RECONVEINE: 11:27 A.M.

**Delegation –
Dr. Ken Sauer**

Dr. Ken Sauer with the Medicine Hat and District Track and Field Society appeared before Council and described the revitalization project of the facilities at the Rotary Track and Soccer Complex attached to Crescent Heights High School in Medicine Hat

**Delegation Business –
Dr. Ken Sauer**

Resolution No. 2018/380

Councillor Vossler moved to provide \$23,000 to the Medicine Hat and District Track and Field Society with funds coming from Money in Place of Municipal Reserve.

Carried.

**Director of
Corporate
Services Report**

The Director of Corporate Services Report was presented.

Resolution No. 2018/381

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

Carried.

RECESS: 11:57 A.M.

RECONVEINE: 12:31 P.M.

PUBLIC WORKS:

**Policy R1 Private
Dust Control**

At the March 5, 2018 Committee of the Whole Policy Review Meeting, Council directed Administration to update the levy for the Special Tax from 3 years to 5 years.

Resolution No. 2018/382

Councillor Hok moved to approve Policy R 1 Private Dust Control as presented.

Carried.

**Policy R 19 Road
Bans and
Special Permits**

Guidelines of Policy R 19 Road Bans and Special Permits outline what the Committee has the authority to do including when Special Permits are issued for hauling non-agricultural and all agricultural products.

Resolution No. 2018/383

Councillor McKenzie moved to approve Policy R19 Road Bans and Special Permits as presented.

Carried.

**Veinerville
Pump Station**

The Veinerville Pump Station Preliminary Design required modification to accommodate 85 psi for the future Cypress Rural Water Co-op. MPE Engineering delivered 2 options in the design report, recommending option 2 as the most practical and cost-effective.

Recorded Vote Requested

Resolution No. 2018/384

Councillor Belyea moved approve Option 2 in the MPE Preliminary Design Report at a cost of \$1,260,000.

Carried.

In Favour – Oster, Hamilton, Belyea, Kurpjuweit, Vossler, McKenzie, Hok

Against – Mudie, Geigle

**Intersection Paving
Rge Rd 63 and Hwy 3**

On the 2018 Spring Road Tour, Council directed Administration to obtain Engineering cost estimates to pave the intersection on Rge Rd 63 on both sides of Hwy 3. Cost estimates include 400 metres north of Hwy 3, 200 metres south of Hwy 3 and 200 metres east of Twp Rd 121 A.

Resolution No. 2018/385

Councillor Belyea move to authorize the addition of paving of intersections on Rge Rd 63 on both sides of Hwy 3 to the 5 Year Road Construction Plan.

Carried.

**Intersection Paving
Rge Rd 65 and Hwy 3**

On the 2018 Spring Road Tour, Council directed Administration to obtain an Engineering cost estimate to pave the intersection on Rge Rd 65 and Hwy 3. This would include 400 meters on Rge Rd 65 south of Hwy 3.

Resolution No. 2018/386

Councillor Vossler move to approve the paving of intersection of Rge Rd 65 400 metres south of Hwy 3 in the 5 Year Road Construction Plan.

Carried.

**Seven Persons
Mildred St and
Centre Ave Paving**

On the May 30th Spring Road Tour, Council directed Administration to obtain Engineering cost estimates to pave Mildred Street and Centre Avenue in Seven Persons.

Resolution No. 2018/387

Councillor Mudie moved to approve additional paving on Mildred Street from 1st Street to Centre Avenue and Twp Rd 110 at an estimated cost of \$293,100 with funds coming from Accelerated Rehabilitation Fund.

Carried.

**Director of
Public Works
Report**

The Director of Public Works Report was presented.

Resolution No. 2018/388

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

Carried.

**CHIEF ADMINISTRATIVE
OFFICER'S OFFICE:**

**Library Board
Members**

Staff advertised for the two additional at-large member positions for the Municipal Library Board. Two applications were received.

Resolution No. 2018/389

Councillor Mudie moved to appoint Jamie Clark and Sherry Kundert to the Municipal Library Board.

Carried.

PUBLIC HEARING:

Reeve Oster opened the Public Hearing for Bylaw 2018/14 to adopt the Municipal District of Taber and Cypress County Intermunicipal Development Plan.

Purpose of Public Hearing – Bylaw 2018/14

Jeffrey Dowling explained the purpose of the Intermunicipal Development Plan is to foster ongoing collaboration and cooperation specific to planning matters and issues of mutual interest between the Municipal District of Taber and Cypress County. The Plan addresses and clarifies land use expectations and serves as a planning tool to provide guidance for both municipalities through the use of planning policies that have been agreed upon within Intermunicipal Development Plan area.

The Province now requires municipalities that share a common border to adopt an intermunicipal development plan under Sections 631 and 692 of the Municipal Government Act.

Oldman River Regional Services Commission was hired to assist both jurisdictions in drafting the Plan. Consultation was performed with land owners within and adjacent to the plan area, with the various affected government and private agencies, utility companies, and all other entities considered to be affected. The input that was gathered through this process was then drafted into the Plan.

The Municipal District of Taber passed 1st reading for Bylaw 1924, in respect to the Municipal District of Taber and Cypress County Intermunicipal Development Plan, on May 22nd, 2018.

Administration from both municipalities have proposed to provide a planning staff representative, and a Council representative or two to attend the public hearing for the other municipality's bylaw. The public hearing for the Municipal District of Taber's Bylaw No. 1924 is scheduled for June 26th, at 1:00 pm, at the Municipal District of Taber's Administration Building. The public hearing for Cypress County's Bylaw 2018/14 is scheduled for July 3rd, at 1:00 pm.

After 1st reading, the Bylaw and the Intermunicipal Development Plan will be circulated to land owners in and around the plan boundary, to government agencies, as well as affected bodies and utility companies for further comments prior to the public hearing. The Plan will also be posted on the County's website for viewing, promoted on Facebook, as well as advertised in the Cypress Courier.

The Planning Supervisor recommends approval, as the Municipal District of Taber Cypress County Intermunicipal Development Plan complies with the South Saskatchewan Regional Plan, and the County's Municipal Development Plan.

Applicant's Comments

None.

Support of the Application

None.

Opposition of the Application

None.

The Reeve Closed the Public Hearing.

MUNICIPAL SERVICES:

**Bylaw 2018/14 –
MD of Taber IDP**

The Councils of the Municipal District of Taber and Cypress County agree that it is to their mutual benefit to establish joint planning policies. This negotiation and agreement reflects a continuing cooperative approach between the two municipalities, and the desire to see well-planned, orderly, and managed growth.

Resolution No. 2018/390

Councillor Vossler moved 2nd reading of Bylaw 2018/14.

Carried.

Resolution No. 2018/391

Councillor Hok moved 3rd reading of Bylaw 2018/14.

Carried.

**Delegation – Dunmore
Equestrian Society**

Blair Reid, Cathy Schnell and Cori Schock, Executives of the Dunmore Equestrian Society appeared before Council and provided an update on the Society's progress to date and to ask for Council support for obtaining a professional strategic business plan to move forward with the next stage of their project, the indoor arena.

RECESS: 1:50 P.M.

RECONVEINE: 1:56 P.M.

**CHIEF ADMINISTRATIVE
OFFICER'S OFFICE:**

**Operational Plan
and Resourcing**

Staff reflected on Council discussions during strategic planning sessions and subsequent engagements and developed the Bridging 2018/2019-2021 Operational Plan for Cypress County. It is referred to as a "bridging plan", as it represents a committed workplan for the balance of 2018 and the start of a three-year plan for 2019 – 2021. Learnings during the balance of 2018 will enable further prioritization of initiatives for 2019 – 2021 which will be brought forward in concert with the 2019 – 2021 initial three-year Operating Budget.

Resolution No. 2018/392

Councillor Kurpjuweit moved to

- (i) approve the Cypress County Bridging Operational Plan 2018/2019-2021; and
- (ii) authorize the CAO to permanently re-establish the Director of Municipal Services position with \$77,000 for the balance of 2018 funded from unallocated surplus funds and the annualized amount added to the recommended 2019 budget; and
- (iii) authorize the CAO to create the new position of Communications Coordinator with \$45,800 for the balance of 2018 funded from unallocated surplus funds and the annualized amount added to the recommended 2019 budget; and
- (iv) authorize the CAO to increase the Human Resources Coordinator position from .80 FTE to 1.0 FTE, with \$10,800 for the balance of 2018 funded from unallocated surplus funds and the annualized amount added to the recommended 2019 budget; and
- (v) direct staff to initiate a Resident Satisfaction (Community Household) Survey at an estimated cost of \$20,200 funded in 2018 from unallocated surplus funds and built into the budget bi-annually thereafter; and
- (vi) direct staff to enable succession planning and transition of two positions during the balance of 2018 at a cost of \$106,000 during the balance of 2018 funded from unallocated surplus funds.

Carried.

**Policy COU 8
Public Participation**

Council reviewed a draft Public Participation Policy on June 5 and discussed its current approaches and historic challenges in engaging with the public and stakeholders.

Resolution No. 2018/393

Councillor Mudie approve the Policy COU 8 Public Participation and direct staff to publish it on Cypress County website by July 23, 2018.

Carried.

**Selection of CAO
Recruitment Firm**

Ten executive search firms were asked to respond to a Request for Expression of Interest for recruitment of Cypress County CAO. Nine firms responded with proposals and one decided not to participate citing a commitment to a similar nearby recruitment.

Resolution No. 2018/394

Councillor McKenzie moved to approve engagement of Davies Consulting Group as the recruitment firm for Cypress County CAO position.

Carried.

**Interim Chief
Administrative
Officer Report**

The Interim Chief Administrative Officer Report was presented.

Resolution No. 2018/395

Councillor Hok moved to receive the Interim Chief Administrative Officer Report as presented.

Carried.

NEW BUSINESS:

Dunmore Days

In 2016, the Council budget was increased by \$1,800 for Council to hold a Bar-B-Q in a specific hamlet.

Resolution No. 2018/396

Deputy Reeve Hamilton moved to designate funds to the Dunmore Days Pancake breakfast on August 25, 2018 and have available Councillors attend to cook for the event.

Carried.

**REEVE AND
COUNCILLOR'S
REPORTS:**

Councillor Mudie attended a Palliser Economic Partnership meeting.

Councillor Vossler attended a Subdivision and Development Appeal Board Hearing.

Deputy Reeve Hamilton attended a Cypress View Foundation meeting and a Intermunicipal Steering Committee meeting.

Councillor Kurpjuweit attended Intermunicipal Steering Committee meeting.

Councillor Belyea attended a MD of Taber Council meeting and a Palliser Economic Partnership meeting.

Reeve Oster attended a Palliser Economic Partnership meeting, a Community Futures Entre-Corp meeting.

Resolution No. 2018/397

Councillor Kurpjuweit. moved to receive the Councillor reports as presented.

Carried.

RECESS: 2:50 P.M.

RECONVEINE: 3:01 P.M.

**PUBLIC
ENGAGEMENT
SESSION**

Community Aggregate Payment Levy

Reeve Oster opened the Public Engagement Session to hear from residents and stakeholders on the Community Aggregate Payment Levy.

Bob Laidlaw of Laidlaw Sand and Gravel Ltd., Terry Meier of LMT Enterprises Ltd., Allen Dennis of AG Core Inc., Ron Schimpf Inland Concrete and Doug Baumann of Steep Rock Ltd. appeared before Council and expressed their opposition and concerns with regards to the Community Aggregate Payment Levy.

Reeve Oster stated that Bylaw 2018/21 Community Aggregate Payment Levy will be deliberated at the July 31, 2018 Council meeting.

ADJOURN:

The Reeve declared the meeting adjourned at 3:25 P.M.

REEVE

DESIGNATED OFFICER