



MINUTES

Cypress County Council Meeting
Administration Building, Dunmore Alberta
July 31st, 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, Director of Municipal Services and Acting
Planning Supervisor
LesleyAnn Collins, Executive Assistant

CALL TO ORDER: 10:01 A.M

AGENDA - ADDITIONS, DELETIONS & APPROVAL:

Resolution No. 2018/398

Councillor Vossler moved to accept the agenda with the addition of 6 i) ARB Clerk Designated Officer and Board Members and 6 j) 2018 Budget Amendments to Corporate Services.

Carried.

MINUTES:

Resolution No. 2018/399

Councillor McKenzie moved to approve the minutes of the July 3rd, 2018, meeting as presented.

Carried.

MUNICIPAL SERVICES:

**Bylaw 2018/29 –
Land Use Amendment
(NE 16-11-4-W4)**

An application was received from Barry and Patricia Maxwell, to re-classify a portion of the NE 16-11-4-W4 from Agricultural District 2 “A-2 General Agriculture” to Country Residential Farmstead Separation District “CR-FS”.

Resolution No. 2018/400

Deputy Reeve Hamilton moved 1st reading of Bylaw 2018/29.

Carried.

**Bylaw 2018/30 –
Municipal
Development Plan**

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

Resolution No. 2018/401

Councillor Kurpjuweit moved 1st reading of Bylaw 2018/30.

Carried.

**Dunmore
Equestrian Society
Feasibility Study**

On July 3, 2018, Council heard a delegation from the Dunmore Equestrian Society who were requesting funding from the County to put towards hiring a professional consultant to conduct a feasibility study for the proposed indoor riding arena, and the facility.

Resolution No. 2018/402

Councillor Kurpjuweit moved to contribute matching funds up to \$20,000 to the Dunmore Equestrian Society to be used for the sole purpose of conducting a feasibility study for the proposed riding arena and facility with funds coming Cypress County Operating Reserve.

Carried.

**Director of
Municipal Services
Report**

The Director of Municipal Services Report was presented.

Resolution No. 2018/403

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

Carried.

**CORPORATE
SERVICES:**

**Public Facing
Crime Map**

The County was contacted by the RCMP regarding hosting a link on the County website which provides a portal to the RCMP Public Facing Crime Map.

Resolution No. 2018/404

Councillor Vossler moved to authorize Administration to embed a Crime Map link on the County website.

Carried.

**Municipal
Access Fee**

On July 3, 2018, the City of Medicine Hat Council voted to implement a Municipal Consent and Access Fee (MCAF) on utilities. The MCAF establishes annual revenue targets to help balance the budget and reduce the City's reliance on volatile energy revenues. The fee will be re-evaluated at the end of the budget cycle.

Resolution No. 2018/405

Deputy Reeve Hamilton moved to direct Administration to revisit the Municipal Consent and Access Fee after an Assessment Class and Mill Rate Policy to diversify tax base has been adopted by the County. (Initiative 1g of Bridging Operational Plan 2018/2019-2021)

Carried.

**Bylaw 2018/21 –
Community Aggregate
Payment Levy**

A Public Engagement Session relating to the Community Aggregate Payment Levy on July 3, 2018. The Public Engagement Session was well attended with community stake holders, and Reeves from neighboring municipalities.

Resolution No. 2018/406

Councillor Hok moved to direct staff to bring forward a Bylaw to amend or repeal Bylaw 2018/21 Community Aggregate Payment Levy once revisited in conjunction with the development of an Assessment Class and Mill Rate Policy to diversify the tax base to be adopted by the County.

Carried.

**Cemeteries within
Cypress County**

On May 1, 2018, Council directed Administration to research the Cemeteries Act and bring back a list of Cemeteries within Cypress County.

Resolution No. 2018/407

Councillor McKenzie moved to direct Administration to forward a letter to the Director reporting the condition of the two cemeteries requiring fence maintenance along with photos for his/her action, as required.

Carried.

Resolution No. 2018/408

Councillor Vossler moved to direct Administration to bring back Policy ADM 7 Cemetery Identification and Fencing with amendments.

Carried.

**Cancellation
of Taxes**

The property located at Plan 8711569, Block 27, Lot 40, Suffield went to tax auction in 2017, Cypress County took title of the property and subsequently struck a deal for the sale of the property. The title was transferred over to the new owner in the ERP system however the deal fell through and the property was returned to Cypress County. Subsequently, the taxes were not reduced in 2017.

Resolution No. 2018/409

Councillor Belyea moved to direct Administration to cancel the taxes owing on tax roll 24222000 for a total reduction in taxes receivable of \$236.45

Carried.

**Crane Replacement
For Sign Truck**

In March of 2018, there was an incident involving the sign truck with a result of the boom being damaged. The crane has been deemed as unrepairable and unsafe.

Resolution No. 2018/410

Councillor Vossler moved to direct Administration to replace the crane on the sign truck with the current size crane at a cost of \$8,000.

Carried.

RECESS: 11:03 A.M.

RECONVEINE: 11:11 A.M.

DELEGATION:

**Economic
Development
Alliance**

Theresa Hardiker, Executive Director, Economic Development Alliance (EDA), appeared before Council to give a brief summary of the EDA's initiatives over the past year.

**CORPORATE
SERVICES:**

Financial Report

The Financial Report ending May 31st, 2018 was presented.

Resolution No. 2018/411

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

Carried.

**2018 Budget
Amendments**

A report was presented itemizing budget amendments for 2018.

**Director of
Corporate
Services Report**

The Director of Corporate Services Report was presented.

Resolution No. 2018/412

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

Carried.

**ARB Clerk
Designated
Officer and
Board Members**

As per the updated MGA, the ARB Clerk position is now considered a Designated Officer position which must be appointed by Council. Council previously named Pam Hintz as the Designated Officer for this board with the expectation that she would acquire the required training when available. However, this training is not available until late fall. As such, Cypress County is required to contract a qualified ARB Clerk under S. 456 for the current year meetings.

Resolution No. 2018/413

Deputy Reeve Hamilton moved to appoint Kathy Eden, Assistant City Clerk – City of Medicine Hat, to fill the Designated Officer Assessment Review Board Clerk position, and; appoint Art Squire to sit as the Chair of the Assessment Review Board, and; appoint John Frame, Terry Hurlbut, and Don Knutson to the Assessment Review Board for the duration of 2018 at a rate reflected in the table.

Carried.

PUBLIC WORKS:

Policy R5 - Road Allowance Licensing

At the March 5, 2018 Committee of the Whole Policy Review Meeting, Council directed Administration to amend the Policy by providing specific details regarding Noxious Weeds. This is described under Guidelines in number 9.

Resolution No. 2018/414

Councillor Vossler moved to approve Policy R5 Road Allowance Licensing as presented.

Carried.

Policy R9 – Undeveloped Road Maintenance

At a previous meeting, Council directed Administration to bring forward Policy R9 Undeveloped Road Maintenance to review.

Resolution No. 2018/415

Councillor Vossler moved to affirm the Policy R9 Undeveloped Road Maintenance as is and receive for information.

Carried.

RECESS: 12:02 P.M.

RECONVEINE: 12:40 A.M.

Twp Rd 162 Bid Price

On July 5th tender packages were opened for the Twp Rd 162 project. Four submissions were received. The approved budget for the project was set at \$525,000. The lowest bid price received was \$1,100,610. This reflects a budget short fall of \$575,610.

Resolution No. 2018/416

Councillor Hok moved to approve an additional \$575,610 to the Twp Rd 162 to gravel new high grade with funds coming out of Accelerated Rehabilitation Fund.

Resolution No. 2018/417

Deputy Reeve Hamilton move to postpone discussion of the Twp Rd 162 Bid Price until later in in the meeting.

Carried.

**CHIEF ADMINITRATIVE
OFFICER’S OFFICE:**

**CAO Recruitment
Schedule & Timing
of Interviews**

The letter of agreement was signed with the consultant on July 6, 2018 and the search was initiated informally. The Job Profile and Job Ad were completed on July 17th with the position posted to key municipal employment websites, and our own Cypress County website.

Resolution No. 2018/418

Councillor McKenzie moved to receive the recruitment schedule and process as information, and reschedule the regular Council meeting on September 4th, 2018 to September 5th, 2018 and hold interviews with CAO candidates on September 4th, 2018.

Carried.

**Intermunicipal
Collaboration
Frameworks**

A report was presented outlining the Intermunicipal Collaboration Frameworks (ICF) where to begin, required elements and legislative basis.

Carried.

**Interim Chief
Administrative
Officer Report**

The Interim Chief Administrative Officer Report was presented.

Resolution No. 2018/419

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

Carried.

RECESS: 2:00 P.M.

RECONVEINE: 2:07 P.M.

PUBLIC WORKS:

**Rge Rd 52A &
Twp 130 Paving Quote**

On the May 30, 2018 Spring Road Tour, Council asked Administration to obtain engineering cost estimates to pave 3.8 km of Rge Rd 52A between Twp Rd 132 & Twp Rd 130, and 400 metres of Twp Rd 130 to the City Landfill entrance. Currently Rge Rd 52A has approximately 1.6 km of Oil Medium Grade Road and approximately 2.2 km of Gravel Medium Grade Road. Twp Rd 130 has 400 metres of Gravel Medium Grade Rd.

Resolution No. 2018/420

Councillor McKenzie moved to authorize the addition of paving Rge Rd 52A between Twp Rd 132 & Twp Rd 130 and 400 metres of Twp Rd 130 to the 5 Year Road Construction Plan, and to redirect traffic from Rge Rd 52A to Twp Rd 130, east onto Rge Rd 51 then south to Hwy 41A.

Carried.

**Walsh Utility
Charges – Relief**

In June of 2018, the tenant of the Walsh Petro Canada received a utility bill for \$2,400. The water usage for the period was 1,077 m³. The same period in 2017 was 65 m³. During May or June, the service line between the building and the curb stop developed a leak and was not detected for an undetermined amount of time.

Recorded Vote Requested.

Resolution No. 2018/421

Councillor Kurpjuweit recommend the customer approach his landlord for financial relief.

Carried.

In Favour – Oster, Hamilton, Belyea, McKenzie, Hok, Kurpjuweit
Against – Geigle, Vossler, Mudie

**Twp Rd 162
Bid Price**

Resolution No. 2018/422

Councillor Vossler moved to lay on the table the discussion of Twp Rd 162 Bid Price.

Carried.

**Director of
Public Works
Report**

The Director of Public Works Report was presented.

Resolution No. 2018/423

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

Carried.

NEW BUSINESS:

**Delegation Request –
Prairie Rose
School Division**

Resolution No. 2018/424

Councillor Vossler moved to approve the delegation request from the Prairie Rose School Division, for October 16th, 2018 at 1:00 P.M.

Carried.

**Policy R22 Tree
& Brush Control**

A request was received to bring Policy R22 Road Allowance Tree and Brush Control back for discussion and consideration.

Resolution No. 2018/425

Deputy Reeve Hamilton moved to direct Administration to bring forward amendments to Policy R22 Road Allowance Tree and Brush Control.

Carried.

**Rge Rd 20
Maintenance**

Rge Rd 20 between Twp Rd 20 and Hwy 501 is approximately 16 km of road classified a Dirt Trail (Bladed Summer Only) that has a gravel surface and travels through leased land. This section of road is maintained 2 to 3 times a year, typically in the spring, summer and fall.

Resolution No. 2018/426

Councillor Vossler moved to have Rge Rd 20 between Twp Rd 20 and Hwy 501 added to the 5 Year Road Construction Plan.

Carried.

**COUNCILLOR'S
REPORTS:**

Councillor McKenzie attended the Hilda Mud Bog, a Schuler Community Association meeting, and a Cypress View Foundation pancake breakfast.

Councillor Belyea attended a South East Alberta Watershed Alliance (SEAWA) meeting.

Councillor Vossler attended the Hilda Mud Bog and the Farming Smarter Cypress Field Day.

Deputy Reeve Hamilton attended a Cypress View Foundation pancake breakfast, and a meeting with search consultant James Davies.

Councillor Geigle attended a Municipal Library Board meeting.

Councillor Hok attend the Farming Smarter Cypress Field Day.

Reeve Oster attended a meeting with search consultant James Davies, EQUUS REA Ltd. Grand Opening and the Prairie Rose School Division Hockey School announcement.

Resolution No. 2018/427

Councillor McKenzie moved to receive the Councillor reports as presented.

Carried.

Closed Session:

Peter Tarnawsky, John Belanger, Jeffrey Dowling, James Davies from Davies Consulting Group, and Curtis Richter attended to provide advice to Council and LesleyAnn Collins attended for general interest purposes

Resolution No. 2018/428

Councillor Vossler moved that Council close the meeting to the public for Agenda item 11a) CAO Recruitment FOIPPA Section 23, 11b) Gravel Concerns FOIPPA Section 17, 19 and 24, 11c) Mutual Non-Disclosure Agreement FOIPPA Section 21(1), and 11d) Direction to ICF Steering Committee FOIPPA Section 21(1) at 3:27 P.M.

Carried.

***James Davies from Davies Consulting Group left the meeting at 4:10 P.M.*

Resolution No. 2018/429

Councillor Hok moved to open the meeting to the public at 4:50 P.M.

Carried.

RECESS: 4:50 P.M.

RECONVEINE: 4:55 P.M.

**CAO Recruitment
Salary Range**

Resolution No. 2018/430

Councillor Kurpjuweit moved to authorize a salary maximum at approximately the 60th percentile of the 12 comparable municipalities for the purposes of recruitment process.

Carried.

Mutual Non-Disclosure Agreement

Resolution No. 2018/431

Councillor Vossler moved to direct Administration to sign and submit the Mutual Non-Disclosure Agreement concerning the development of technology infrastructure.

Carried.

Direction to ICF Steering Committee

Resolution No. 2018/432

Councillor Vossler moved to refer agenda item 11 d) Direction to ICF Steering Committee to the Chief Administrative Officer and ICF Committee members and bring back to the August 21st, 2018 meeting.

Carried.

ADJOURN:

The Reeve declared the meeting adjourned at 4:59 P.M.

REEVE

DESIGNATED OFFICER