



MINUTES

Cypress County Council Meeting
Administration Building, Dunmore Alberta
June 5, 2018

COUNCIL PRESENT:

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

REGRETS:

Robin Kurpjuweit, Councillor

ADMINISTRATION PRESENT:

Peter Tarnawsky, Interim Chief Administrative Officer
John Belanger, Director of Corporate Services
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. 2018/296

Deputy Reeve Hamilton moved to accept the agenda with the addition of 4e)Twp Rd 120 to Municipal Services.

Carried.

MINUTES:

Resolution No. 2018/297

Councillor Geigle moved to approve the minutes of the May 15th 2018, meeting as presented.

Carried.

MUNICIPAL SERVICES:

**Bylaw 2018/14 –
Intermunicipal
Development Plan**

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 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.

Resolution No. 2018/298

Councillor Belyea moved 1st reading of Bylaw 2018/14.

Carried.

Resolution No. 2018/299

Councillor Belyea moved to authorize attendance of Councillor Belyea to attend the M.D. of Taber Council meeting to provide representation for the Public Hearing on June 26, 2018.

Carried.

**Policy COU 9
Distribution of Minutes –
Proposed Amendments**

At a Committee of the Whole Policy Review meeting, Council requested Administration make amendments to the Policy, to include the addition of the Municipal Library Board and the deletion of the Fire Service Boards. Administration suggests moving this policy from Administration to Council.

Resolution No. 2018/300

Councillor McKenzie moved to approve Policy COU 9 Distribution of Minutes as presented.

Carried.

**Dunmore
Intersections**

Council directed Administration to complete a traffic impact assessment for each of the Highway 1 intersections through Dunmore. In addition, the Highway 41 and Highway 1 intersection, and an access point off Highway 41 between the railway tracks and Highway 1 were to be included as part of the study. WSP Canada was hired to perform the work, and have submitted the Dunmore Future Developments Traffic Impact Assessment May 18, 2018.

Resolution No. 2018/301

Councillor McKenzie moved to receive the Dunmore Future Developments Traffic Impact Assessment as information, and to send a letter to Alberta Transportation requesting the Province to provide 50% of the costs associated with the installation of traffic signalization and roadway improvements at the intersection of Highway 1 and Eagle Butte Road and Charles Street, with \$370,000 funded from the County's Accelerated Rehab Fund, subject to potential redesign.

Carried.

**Director of
Municipal Services
Report**

The Director of Municipal Services Report was presented.

Resolution No. 2018/302

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

Carried.

***Councillor Vossler joined the meeting at 10:43 A.M.*

Twp Rd 120

Resolution No. 2018/303

Councillor Geigle moved to direct Administration engage in public consultation, to send a letter to the Minister of Transportation to request permission to restrict bicycle usage on Twp Rd 120 and draft a resolution for regional support for the Foothills Little Bow Association meeting in October 2018.

Carried.

RECESS: 10:55 A.M.

RECONVEINE: 10:59 A.M.

CORPORATE SERVICES:

**Policy ADM 27
Purchasing –
Proposed
Amendments**

ADM 27 Purchasing was last reviewed on October 6, 2015. The policy lays out terms and conditions for purchasing and is aligned with the North West Free Trade Agreement. Reviewed by the Committee of the Whole it was suggested that \$75,000 may be too high before requiring a RFP, RFQ or Invitation to Tender.

Resolution No. 2018/304

Councillor Vossler moved to approve Policy ADM 27 Purchasing as amended.

Carried.

**Policy ADM
31 Progressive
Discipline Proposed
Amendments**

ADM 31 Progressive Discipline was last reviewed on January 15, 2015. The policy lays out terms and conditions to help employees achieve the desired level of success that is expected of them. It also provides leadership with the means to provide the necessary instruction for corrective action.

Resolution No. 2018/305

Councillor Mckenzie moved to approve Policy ADM 31 Progressive Discipline as presented.

Carried.

**Policy ADM 33
Establishment
of Reserves**

Policy ADM 33 Establishment of Reserves lays out terms and conditions for the establishment of reserves and their directed use.

Resolution No. 2018/306

Councillor Belyea moved to approved Policy ADM 31 Progressive Discipline as presented.

Carried.

**Policy REC 4
Sponsorship**

Council requested Administration to research Sponsorship Policies and bring back recommendations to Council.

Resolution No. 2018/307

Councillor Mckenzie moved to approved Policy REC 4 Sponsorship as presented.

Carried.

**Rent of 901 2nd
Avenue Dunmore**

In May of 2018, Cypress County took possession of 901, 2nd Ave, Dunmore, AB.

Resolution No. 2018/308

Councillor Vossler moved to direct Administration to rent/lease out 901 2nd Avenue for residential or commercial use and dispose of the garages by tender or destruction.

Carried.

**2017 Assessment
Changes of 2018 Taxes**

Administration presented a report providing additional information on the changes this year. The Assessment changes reflect market changes and captures inflation.

Resolution No. 2018/309

Councillor Geigle moved to receive the report for information.

Carried.

Director of Corporate Services Report

The Director of Corporate Services Report was presented.

Resolution No. 2018/310

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

Carried.

PUBLIC WORKS:

**Policy R 20
Gravel Road
Maintenance –
Proposed
Amendments**

Administration completed a comprehensive review of Policy R20 Gravel Road Maintenance that includes Summer Maintenance, Winter Maintenance, Roadside Mowing and Spraying Maintenance.

Resolution No. 2018/311

Councillor Mudie moved to approved Policy R 20 Gravel Road Maintenance as presented.

Carried.

Director of Public Works Report

The Director of Public Works Report was presented.

Resolution No. 2018/312

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

Carried.

RECESS: 12:00 P.M.

RECONVEINE: 12:43 P.M.

**CHIEF ADMINISTRATIVE
OFFICER'S OFFICE:**

**Alberta Community
Partnership Grant
Matching Funds**

The City of Medicine Hat, Town of Redcliff and Cypress County applied for and received an Alberta Community Partnerships Grant for \$200,000. Council authorized participation in this tri-municipal effort on January 9, 2018. The discussion between CAOs and the resulting application contemplated each of the three municipalities supplementing Provincial dollars with \$20,000, for a total of \$260,000.

Resolution No. 2018/313

Deputy Reeve Hamilton moved to include the \$20,000 in the 2019 Operating Budget.

Carried.

**Direction to
Initiate CAO
Recruitment**

On April 3, 2018 the Chief Administrative Officer resigned.

Resolution No. 2018/314

Councillor Mudie moved to authorize Interim CAO to initiate Request for Expression of Interest to Search Firms

Carried.

**Appointments to
Intermunicipal
Collaboration
Steering Committee**

Cypress County must adopt Intermunicipal Collaboration Framework (ICF) Agreements with all neighbouring municipalities by April 1, 2020 in accordance with the Municipal Government Act (MGA) and the ICF Regulation.

The Reeve called three times for nominations for two positions on the Steering Committee

Councillor Belyea nominated Deputy Reeve Hamilton.

Councillor McKenzie nominated Councillor Kurpjuweit.

Councillor Vossler nominated Councillor Geigle.

Deputy Reeve Hamilton was elected as the Intermunicipal Collaboration Steering Committee member.

Resolution No. 2018/315

Councillor McKenzie moved to appoint Deputy Reeve Hamilton to the Intermunicipal Steering Committee.

Carried.

Resolution No. 2018/316

Deputy Reeve Hamilton moved to refer selection of the second representative on the Intermunicipal Steering Committee to the June 19, 2018 Council meeting.

Carried.

Resolution No. 2018/317

Councillor Vossler moved to destroy the ballots.

Carried.

**Interim Chief
Administrative
Officer Report**

The Interim Chief Administrative Officer Report was presented.

Resolution No. 2018/318

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

Carried.

NEW BUSINESS:

Donate Land

Resolution No. 2018/319

Councillor Mudie moved to direct Administration to explore and recommend how an approximate 5 acre parcel of land at SW 3-15-4-W4 (near Rge Rd 42 and Twp Rd 150) can be donated to Cypress County as well as options and costs for placing a commemorative marker honouring the early Bowmanton settlers in the area.

Defeated.

**CAP Levy
Exemption**

Resolution No. 2018/320

Councillor Hok moved to direct Administration to determine how to exempt gravel contracts tendered in 2018 but not delivered until 2019 from the Cap Levy of 40 Cents per Tonne per Bylaw 2018/21.

Carried.

**REEVE AND
COUNCILLOR'S
REPORTS:**

Council attended a Tour of various County roads, and a Media and Communications Training session.

Deputy Reeve Hamilton and Councillor McKenzie attended a Cypress View Foundation meeting.

Councillor Hok attended a Highway 3 Twinning Association meeting and a Redcliff Recreation Board meeting.

Reeve Oster attended a Community Futures Entre-Corp meeting, an Economic Development Alliance meeting, Highway 3 Twinning Association meeting and a Mayors' and Reeves' meeting.

Resolution No. 2018/321

Councillor McKenzie moved to receive the Councillor reports as presented.

Carried.

***Kelly Meyer, Emergency and Protective Services Supervisor joined the meeting at 1:47 P.M.*

CONFIDENTIAL

Peter Tarnawsky, John Belanger, Jeffrey Dowling and Kelly Meyer attended to provide advice to Council and LesleyAnn Collins attended for general interest purposes

Resolution No. 2018/322

Councillor Geigle moved that Council close the meeting to the public for Agenda Items 10a) Water Licence FOIP Section 21(1) and 10b) Intermunicipal Matter FOIP Section 21(1), at 1:48 P.M.

Carried.

Resolution No. 2018/323

Councillor Mckenzie moved to open the meeting to the public at 3:29 P.M.

Carried.

Water Licence

Resolution No. 2018/324

Councillor Vossler moved direct Administration to sign an agreement with Alberta Water Exchange for the services in procuring water licence for the County.

Carried.

Recorded vote requested.

Intermunicipal Matter

Resolution No. 2018/325

Councillor Mckenzie moved to receive the report as information, and authorize the CAO to provide a “without prejudice” counter offer to the proposed City of Medicine Hat amended Agreement CC Ver: 2.0.

Carried.

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

ADJOURN:

The Reeve declared the meeting adjourned at 3:29 P.M.

REEVE

DESIGNATED OFFICER