

**A REGULAR MEETING OF THE COUNCIL OF THE TOWN OF OYEN WAS HELD
IN THE COUNCIL CHAMBERS ON FEBRUARY 20, 2020 AT 7:00PM.**

PRESENT	Doug Jones Mayor Jack Hauck Councillor Ed Hogan Councillor Bob Kacso Councillor James Walker Councillor Stacey Wiechnik Councillor
ABSENT	Blake Hertz Deputy Mayor
ATTENDING	Noreen Rude, CAO; Steven Kuhn, Corporate Services Manager; Nancy Christianson, Recording Secretary; Jordan Yake, Public Works Foreman; Lee Tucker, Recreation Director
CALL TO ORDER	Mayor Jones called the meeting to order at 7:02pm
ACCEPTANCE OF AGENDA	
C235(20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen approve the agenda governing the Regular Council meeting of February 20, 2020, as amended. CARRIED.
LEAVE OF ABSENSE	n/a
C236(20/02/20)	RESOLUTION by Councillor Hogan that the Council of the Town of Oyen approve the request for leave of absence from Deputy Mayor Hertz from the February 20, 2020 Regular Council Meeting. CARRIED.
DELEGATIONS	Oyen Golf Club, Luke Ruschkowski - presented a request for the Town to input \$16,000.00 towards a full-time employee shared between the Golf Club, Curling Club, and the Town of Oyen. It will include a 1-year trial commitment and position details are to be worked out between all stakeholders before April 1, 2020.
Oyen Golf Club - shared staff	RESOLUTION by Councillor Hogan that the Council of the Town of Oyen contributes up to \$16,000.00 funding towards a shared full-time position between the Oyen Golf Club, Curling Club, and the Town of Oyen, for a one-year trial, with position details to be worked out between stakeholders before April 1, 2020. CARRIED.
C237(20/02/20)	
ADOPTION OF PREVIOUS MINUTES	
C238(20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen approve the minutes of the Regular Council meeting of January 16, 2020, as presented. CARRIED.
FINANCIAL REPORTS	Staff is in the midst of year-end entries, thus no reports at this time. Council stated that they would like to see condensed financial reports, broken out by department, with summarized categories of expenses listed.
BUSINESS ARISING FROM MINUTES	
<u>Tax Arrears Public Auction Results:</u>	CAO Rude presented the background of a Tax Recovery Public Auction held on November 26, 2019 for Plan 9711063, Block 11, Lot 3.
C239(20/02/20)	RESOLUTION by Councillor Hogan that the Council of the Town of Oyen, pursuant to no attendance or bids received at the Tax Recovery Public Auction, directs Administration to proceed with appropriate paperwork to acquire the Tax Foreiture Title. CARRIED.

Mayor

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**COUNCIL BUSINESS /
ISSUE TRACKING:**

CAO Rude advised she will email the updated Council Directives Tracking Sheet next week.

**CUSTOMER SERVICE
REQUEST LOG:**

CAO Rude advised Council that no Service Requests had been received since last Council Meeting, and the tracking spreadsheet and will email the updated Service Request Log next week.

**DEPARTMENT
REPORTS**

PUBLIC WORKS:

Jordan Yake, Public Works Foreman, reviewed the Public Works report as submitted. Mr. Yake explained the urgent need for valves on the town pipes to there can be isolation of specific areas when there is a break. The underlying issue is the cast-iron pipes (corroding and unable to work well with valves). Mr. Yake also also said the street sweeper needed to be fixed.

Council requested that Administration update the Infrastructure Master Plan, in conjunction with engineers and Asset Management Strategy development, and to develop a infrastructure repair plan with priorities, alternative solutions and cost estimates.

Mr. Yake notified council that there will be a controlled burn at the Waste Transfer Station Friday, February 21, 2020.

**Street Sweeper
Repairs
C240(20/02/20)**

RESOLUTION by Councillor Kacso that the Council of the Town of Oyen approves proceeding with previously-identified repairs to the street sweeper.

CARRIED.

RECREATION:

Lee Tucker, Recreation Director, reviewed the Recreation Report as submitted. Lee commented on the future Town-Golf-Curling Employee position and how it will hopefully transform into sharing of resources and collaboration.

Councillor Hauck

Councillor Hauck arrived and joined the meeting at 8:35pm.

PROJECTS MANAGER:

Deb Kovitch, Project Manager, absent, no report.

CAO:

Noreen Rude, CAO, reviewed and discussed her written report with Council. Advised of Emergency Mgmt Training Table-top exercise being planning for April 1, 2020, and an initial review of the need for Childcare Services within the Oyen area.

C241(20/02/20)

RESOLUTION by Councillor Walker that the Council of the Town of Oyen receive for information the reports of the CAO, Public Works Foreman, and Recreation Director as presented.

CARRIED.

NEW BUSINESS

**Operating & Capital
Budgets:**

CAO, Noreen Rude, presented a draft powerpoint that will be shown at a public engagement date TBD regarding informing and seeking input on the Town of Oyen's strategic plan, taxes, budget, and other information.

C242(20/02/20)

RESOLUTION by Councillor Kacso that the Council of the Town of Oyen approve Administration's plan to engage the public (including residents, visitors, businesses, service delivery partners, etc.) on the topics of: Strategic Plan, Priority Projects & Initiatives, Operating Budget, Capital Budget, and report back to Council before April 30, 2020 with a proposed 3-year Operating Budget, 5-year Capital Budget, and 2020 tax rate.

CARRIED.

**Alberta Emergency
Alert Authorized User:**

C243(20/02/20)

RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen approved Mayor Jones and Steve Kuhn signing the AEA Designation Form, naming Noreen Rude, CAO as an authorized Alberta Emergency Alert (AEA) user on behalf of the Town of Oyen.

CARRIED.

Oyen Childcare Facility:

Corporate Services Manager, Steve Kuhn, shared the results of the needs assessment survey conducted regarding child-care services in Oyen.

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C244(20/02/20)	RESOLUTION by Councillor Walker that the Council of the Town of Oyen direct administration to work with Wanda Diakow (Special Areas Return to Rural) on forming a committee to review the feasibility of bringing a child-care facility to Oyen.	CARRIED.
<u>Oyen Ag Society/Farmers Market Agreement:</u>	An agreement between the Town of Oyen and the Big Country Agricultural Society has expired, and there is no written agreement with the Farmer's Market on the use of the Arena.	
C245(20/02/20)	RESOLUTION by Councillor Hauck that the Council of the Town of Oyen directs administration to NOT renew the 25-year old lease agreement with the Big Country Ag Society, and FURTHER directs Administration to create a rental agreement for the Farmer's Market use of the Arena at the established rate (currently at \$55/week).	CARRIED.
<u>Oyen Airport Lease Agreements:</u>	Five Airport Hanger leases terminated as of December 31, 2019 and require renewal. A resolutions of Council from 2015 directed a substantial increase in lease rates, but Administration could find no rationale for this substantial increase, nor find any communication with current tenants about the increase. Administration is recommending rescinding the 2015 resolution, conducting a cost analysis of an appropriate lease rate, and having a dialogue with current lease-holders.	
C246(20/02/20)	RESOLUTION by Councillor Hauck that the Council of the Town of Oyen recind resolutions C107 (15/06/10) and C108 (15/06/10) and enter into a one-year lease agreement at the current lease price of \$10.00 for the current tenants; and FURTHER directs Administration to bring recommendations for new Oyen Airport lease agreements prior to September 1, 2020.	CARRIED.
<u>AEMA Municipal Emergency Program Review:</u>	Municipal Emergency Program Review results (letter) from Randy Tiller, AEMA Field Officer provided to council for information	
<u>Town Technology Server:</u>	Two quotes have been provided for the initial setup of a secure, central Town Technology Server and system.	
C247(20/02/20)	RESOLUTION by Councillor Hauck that the Council of the Town of Oyen authorize Administration to proceed with purchase of hardware and system requirements noted under Option 2, the more comprehensive and higher capacity of the options for a secure, central Town Technology Server.	CARRIED.
<u>Intermunicipal Collaboration Framework:</u>	The Town of Oyen and Special Areas Intermunicipal Collaboration Framework (ICF) was initially drafted in 2019, has been updated with specifics on existing agreement information, and is requiring approval before forwarding to Special Areas for ratification, then submission to Province before deadline of April 1, 2020.	
C248(20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen approves the draft ICF as presented and directs Administration to forward the draft to the Special Areas Board for their ratification, and subsequent submission to the Province before deadline of April 1, 2020.	CARRIED.
<u>Council Tablets:</u>	Administration has been reviewing Council procedures with other municipalities and Municipal Affairs, and received advice regarding reducing costs of printing, as well as increasing security (and decreasing risks) of information sharing between Administration and Council. Administration is recommending purchase of a tablet, ipad, or similar device for each Councillor for use while they are an elected representative. This will eliminate time and costs associated with printing the Council Meeting packages, and provide secure connections to be used strictly for information sharing between Administration and Council	
C249(20/02/20)	RESOLUTION by Councillor Hogan that the Council of the Town of Oyen directs Administration to purchase a tablet for each Council member, to be used strictly for information sharing between Administration and Council (e.g. emails, information packages) and to be returned to the Town when they cease to be an elected representative.	CARRIED.
<u>Letter of Repayment:</u>	The Town of Oyen is owed \$525,000.00 from the Oyen and Special Areas Development Corporation for funds committed to the Railway Project over the previous three years, at the	

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C250(20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen approves a resolution for the Mayor to sign a letter to the Town of Oyen & Special Areas Development Corporation (copy to Special Areas) requesting repayment of \$525,000.00, at similar repayment terms as the current Special Areas rate of 25 years at the Municipal Finance Rate of (currently) 2.6%.	CARRIED.
RECESS	Mayor Jones called for a recess of the regular Council meeting at 9:40pm.	
RECONVENE	Mayor Jones called for the regular Council meeting to reconvene at 9:45pm.	
COUNCILLOR REPORTS	Mayor and Council submitted verbal reports on activities and meetings attended since the January 16, 2020 Council Meeting.	
Access to Town Land Renewable Energy C251 (20/02/20)	RESOLUTION by Councillor Walker that Council approve the request from a Renewable Energy company to access Town property located near the Oyen Airport to conduct baseline environmental testing for a potential renewable energy research initiative.	CARRIED.
C252 (20/02/20)	RESOLUTION by Councillor Hogan that Council accept for information the verbal Council reports received on activities and meetings that were attended since the December 19, 2019 Regular Council meeting.	CARRIED.
<u>CORRESPONDENCE:</u>		
C253 (20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen accept the list of correspondence as presented.	CARRIED.
IN CAMERA: C254 (20/02/20)	RESOLUTION by Councillor Walker that the Council of the Town of Oyen go in-camera at 11:00pm to discuss matters related to Section 17 of the <i>Freedom of Information and Protection of Privacy Act (FOIP)</i> .	CARRIED.
OUT OF CAMERA C255 (20/02/20)	RESOLUTION by Councillor Wiechnik that the Council of the Town of Oyen come out of camera at 11:24pm.	CARRIED.
Visitor Information Centre C257 (20/02/20)	RESOLUTION by Councillor Walker that Council of the Town of Oyen, pursuant to the Province advising that they would NOT be proceeding with an RFP for the operation of the Oyen Visitor Information Centre (VIC), direct Administration to pursue taking over the Oyen VIC, negotiating a lease from the Province, including: a previously-discussed lease amount of \$1.00 in 2020, an option to purchase the facility and land for \$1.00 in 2021, an option for the Province to continue paying utilities on the facility for 2020, an ability for the Town to put up signage on the VIC property, and an option for the continuation of the provincially-operated Boat Check.	CARRIED.
ADJOURNMENT C258 (20/02/20)	RESOLUTION by Mayor Jones that the regular Council meeting of February 20, 2020, be adjourned at 11:37 pm.	CARRIED.

Mayor

CAO