MINUTES OF THE REGULAR MEETING OF COUNCIL

OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA

HELD ON MONDAY, APRIL 15, 2024

IN THE HAY LAKES VILLAGE RECREATION CENTRE

PRESENT: Mayor Ron These; Deputy Mayor Cliff Heinz; Councillor Paige Berkholtz; Councillor Levi Blanchard and Councillor Paul Patterson

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Rod Griffiths and Krystyn Pukanich

DELEGATIONS: Peggy Weinzierl, Gitzel & Company Representative to present 2023 Audit

PUBLIC PRESENT: Faye Leicht and Dave Vallee

CALL TO ORDER: Mayor These called the meeting to order at 7:00 p.m.

ADOPTION OF THE AGENDA:

RES 057-2024: Moved by Deputy Mayor Heinz to adopt the agenda as amended.

CARRIED

DELIGATIONS:

Ms. Weinzierl presented the findings of the 2023 Audit to Council, Administration and public present. The points that Ms. Weinzierl touched on were:

* Asset Retirement Obligations;
* Telegraph Park Buildings will need to be tested for asbestos;
* The importance of Capital Planning and forward thinking and planning;
* The expenses by function included increases to Administration; Waste Management; Protective Services; decreases were seen in Roads, Streets, Walks & Lighting; Land Development and the remaining categories of Legislative; Culture; Parks & Recreation; Family & Community Support; Wastewater treatment and disposal; Water Supply and Distribution remained the same.

Once the public presentation was concluded, Ms. Weinzierl asked if council or anyone present had questions. No questions were forthcoming therefore the recommendation to close the meeting to the public was put forward.

RES 058-2024: Deputy Mayor Heinz motioned to close the meeting to the public under section 17 (Personal Privacy) of the *Access to Information and the Protection of Privacy Act*.

CARRIED

Krystyn Pukanich; Faye Leicht and Dave Vallee left the meeting at 7:34 p.m.

Rod Griffiths and Shannon Yearwood left the meeting at 7:49 p.m.

RES 059-2024: Deputy Mayor Heinz moved to open the meeting back up to the public at 8:03 p.m.

CARRIED

RES 060-2024: Motion made by Councillor Berkholtz to accept the 2023 Audit as presented by Ms. Weinzierl of Gitzel & Company.

CARRIED

Peggy Weinzierl left the meeting at 8:15 p.m.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, MARCH 18, 2024:

RES 061-2024: Moved by Deputy Mayor Heinz to adopt the Regular Meeting Minutes of Council held on Monday, March 18, 2024, as amended.

CARRIED

STANDING REPORTS:

Financial Report: As the audit had just been completed administration noted that this would be an informal financial report. This was moved ahead of the Public Works report to accommodate Rod Griffiths being able to leave the meeting sooner.

A committee of the whole meeting has been scheduled for Monday, May 6, 2024, at 7:00 p.m. to be held in the Recreation Centre to discuss Capital Projects for completion in 2024 and the financing need to complete these projects.

Bad Debt Write-off:

Write-off of ‘bad debt’ these were two utility accounts that had been outstanding for close to 3 years. Administration had hired a collection agency but was unable to locate either party responsible. Therefore the ‘write-off’ was recommended by the auditor.

RES 062-2024: Councillor Patterson moved that two utility accounts being Roll Numbers 18000 and Roll 24900 totaling an amount of $4,506.59 be written off the books as ‘bad debt’.

CARRIED

Telegraph Park 2023 Year-end:

It was noted that the Telegraph Park Chairman, Rick Dale, had signed off on the final accounting of the finances for the park at the committee meeting held on March 25, 2024. At the 2023 year-end it was determined that the Park owed the Village a total of $16,171.40 which was accumulated through the year. It was noted that this amount will be smaller next year as Telegraph Park now has their own checking account and the bills are being directly paid through that account. Administration asked Council to make a resolution that would allow the CAO to move the amount noted above to the Village operating account.

RES 063-2024: Motion made by Deputy Mayor Heinz to move $16,171.40 from the account held by Telegraph Park into the operating account for the Village of Hay Lakes.

CARRIED

Rod Griffiths left the meeting at 8:40 p.m.

Public Works Report: Public Works Manager, Krystyn Pukanich, presented her report to council. The highlights of this report were:

* Safety Operating Procedures (SOP’s) that Krystyn has begun to work on as a requirement to keep our safety policies up to date and in compliance with OHS legislation. This will be a long and tedious process as every piece of equipment that public works uses will require a SOP. Ms. Pukanich has a routine during her workday where she allows 2 hours of her day to be spent doing administrative tasks related to water and wastewater management and the running of the Public Works Department;
* Started the grading and gravelling of the alleys;
* The snow broom has broken and needs to be repaired by a certified mechanic; and
* John St Clair was hired to cover for Barry Toms during his convalescent.

RES 064-2024: Moved by Deputy Mayor Heinz to accept the Public Works report as presented.

CARRIED

Administrative Report:

The CAO presented a verbal report to Council highlighting the events, decisions and major concerns that have arisen since the last meeting of Council held on March 18, 2024.

RES 065-2024: Moved by Councillor Berkholtz to accept the Administrative Report and Action List as presented.

CARRIED

Council and Committee Reports: See attached schedule to the Minutes.

RES 066-2024: Deputy Mayor Heinz moved to accept the Committee Reports as presented.

CARRIED

NEW BUSINESS: There being no new business to discuss at this meeting Council moved on to the next agenda item.

OLD BUSINESS:

DarMac Developments: Administration reported that although several meetings had been

scheduled between Mr. Martin and the CAO, Mr. Martin has had to cancel each meeting because of scheduling issues. The CAO has accommodated each requested date and will continue to do this in the hope that a conversation can be completed soon.

Lift Station Upgrades: ISL has submitted a second quote for the engineering of the Lift Station, this removed $30,000 from the final price as most of the engineering has been completed with the new unit the Village is considering. To renovate the existing building would cost significantly more than replacement of whole system with this pre-engineered system.

BY-LAW AND POLICY:

The OHS Committee put before council Policy #04-2024 –Investigation Policy for approval.

RES 067-2024: Moved by Councillor Patterson to accept and approve Policy Number 04-2024 –Investigation Policy and have this policy put into effect immediately.

CARRIED

INFORMATION AND CORRESPONDENCE: Council reviewed all correspondence and made the following resolution:

RES 068-2024: Moved by Deputy Mayor Heinz to accept the Information and Correspondence as presented.

CARRIED

CONFIDENTIAL ITEMS: There being no confidential items to discuss this agenda item was not required.

The next meeting of Council will be held on Monday, May 6, 2024, at the Recreation Centre beginning at 7:00 p.m. and will be a Financial Committee of the Whole Meeting.

The next Regular Meeting of Council will be held on Monday, May 20, 2024, at the Recreation Centre beginning at 7:00 p.m. (Because this date falls on a Statutory Holiday administration will find an alternative date that will be confirmed by Council).

Having no further business for Council the meeting was adjourned at 9:39 p.m. by Mayor These.

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Mayor These K. Shannon Yearwood

Chief Administrative Officer