MINUTES OF THE REGULAR MEETING OF COUNCIL

OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA

HELD ON MONDAY, JANUARY 23, 2023

IN THE HAY LAKES VILLAGE RECREATION CENTRE

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

ABSENT:

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Public Works Foreperson, Krystyn Pukanich

DELEGATES: Chief Bryce Wolfe, Hay Lakes Fire Department

PUBLIC PRESENT:

ORDER: The Meeting was called to order by Mayor These at 7:00 p.m.

RES 001-2023: AGENDA: Moved by Councillor Berkholtz to adopt the agenda as amended.

CARRIED

Council discussed the proposal put forward by the homeowners of Lot 7; Block 16; Plan 0620049. The owners of this property have been asking to put a vinyl 6-foot fence surrounding the back yard for some time now and have dealt with various councils. For a few reasons this proposal has been turned down. Council has asked administration to contact Fortis and Telus to discover if there are any set back requirements that would need to be considered regarding the distance the fence needs to be from the telephone box and the power pole. This matter is tabled to the next regular meeting of Council.

Chief Bryce Wolfe arrived at the meeting at 7:05 p.m.

Chief Wolfe attended this council meeting to discuss the Fire Department Budget submitted by the Fire Department last month. Administration asked that Chief Wolfe set up a date and time that he would be able to meet with CAO Yearwood and Financial Assistant, Rod Griffiths, to go through the budget and set up policies that are agreeable to both Council and the Fire Department. The Village Office is setting up a budgeting system through the current financial program and with strong policy to ensure that the Fire Department is considered fairly and equitably each year moving forward.

Chief Wolfe left the meeting at 7:32 p.m.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD DECEMBER 19, 2023:

After the Minutes were circulated and discussed:

RES 002-2023: Councillor Patterson motioned to adopt the Minutes of the December 19, 2023, Regular Minutes of Council as presented.

CARRIED

PUBLIC WORKS REPORT: The Public Works Report is presented by Krystyn Pukanich, Public Works Manager.

Ms. Pukanich reported to Council the events that led to a Boil Water Order being issued by Alberta Health on January 18, 2023 in the later part of the afternoon. Our technician from Vector believes that when we had a slight ‘power bump’ around 2:30 p.m. Fortis had dropped power phases to the village. This caused the generator to turn on and the PLU, which is the battery back-up system, powered down. When the PLU turned back on the computer system restarted causing the pumps to turn off and not to restart automatically. It took the Vector Technician two complete days to reprogram the system. Vector has stated that the Village needs to replace the PLU as our current system is not a reliable or proper power back-up for the system. Vector has started to research and locate the proper back-up system for our pumphouse.

Our Public Works Manager also explained the next phase of the pumphouse upgrade will take place on February 16 and 17 overnight. QLR will start replacing the pipe at midnight on February 16 and the switch will take approximately 4 to 6 hours to complete. The residents will awaken to a Boil Water Order. Because this is a planned outage Public Works will be taking a sample that morning directly to the lab. Potentially the Boil Water Order could be lifted the same day.

Administration will send out a notice to each resident two weeks before this event to inform them of this planned outage.

RES 003-2023: Motion made by Deputy Mayor Heinz to accept the Public Works Report as information.

CARRIED

MANAGER’S REPORT AND ACTION LIST: The Manager’s Report and Action List is presented by the Chief Administrative Officer.

Council asked the CAO several questions regarding the utility billings over the past year. Administration will have a detailed report drawn up for Council outlining the difficulties that have been experience going forward. Administration has assured Council that all these issues are being addressed and that moving forward we hope to make the whole utility processing from taking the readings to printing the bills more efficient and consistent.

RES 004-2022: Moved by Deputy Mayor Heinz to accept the Manager’s Report and the Action List as information.

CARRIED

FINANCIAL REPORT: Presented by CAO, Yearwood.

Council has expressed concern in reporting the financial records. Administration has discussed the various issues and tried to convey that both policy and the actual financial reports are being systemized to a higher standard then previously.

Council put forward these resolutions:

RES 005-2023: Mayor These moved that a quarterly report be given by Financial Assistant, Rod Griffiths at a Regular Meeting of Council.

CARRIED

RES 006-2023: Moved by Councillor Berkholtz to have the CAO report that each financial transaction has been approved and signed off by the CAO at each Regular Meeting of Council.

CARRIED

RES 007-2023: Councillor Berkholtz moved to accept the December Interim Financial Statements and the Memo put forward by Rod Griffiths, as information.

CARRIED

BYLAWS/POLICIES:

Administration went through the following bylaws outlining any changes that have been suggested by Bylaw Enforcement:

* Traffic Bylaw;
* Municipal Standards Bylaw; and
* Animal Control Bylaw

Administration reported that many of the changes in the Community Standards Bylaw and in the Traffic Bylaw were minor but needed to be made mostly to match the section number to the number and wording in the fee schedules. The Animal Control Bylaw is a completely new bylaw for the Village this bylaw will replace the long-standing Dog Bylaw and encompasses more than dogs such as livestock and wildlife.

BUSINESS:

1. UFA Playground: Councillor Blanchard reported that he has reached out to the Playground Committee Chair to call a meeting to start discussing the location of the playground and the equipment purchase. The CAO reported that she has spoken to a lawyer regarding asking UFA permission to move the playground location from Main Street to the park area at the south of 3rd Avenue. The lawyer contacted administration on the day of this meeting and reported that UFA has given permission to relocate the playground to the south end of town. Administration and Council must now set up an open house to discuss with residents and get feedback as to where they want the playground located. It will be up to the Village residents to determine the location of the UFA Playground.

Krystyn Pukanich left the meeting at 9:30 p.m.

1. CAO Contract: Administration made the changes to the contract that had previously discussed at the December meeting. It became apparent that some of the Councillors were now bringing up additional issues. Administration will make the changes to the contract spoken about in the meeting and send the contract out for review by a lawyer to access if this contract is in line with other CAO contracts within the province.
2. Shelley Phillips, Greenhouse Business: Administration did relate to Council that she and Mayor These did meet both Shelley and Dave Phillips at the Village Office on Wednesday, January 11, 2023. The Phillips had visited the village to look around and decide if this was a viable option for them to retire too. They are anxious to relocate and downsize their current greenhouse business in Cold Lake. Administration presented a letter from the Phillips dated January 13, 2023.
3. Move Regular Council Meeting from February 20 (Family Day): Because the next regular meeting of Council is scheduled to meet Family Day, Council has decided to move the Regular Meeting to Monday, February 27th.
4. Set a date for a Special Meeting of Council to review Bylaws: Council has set the date for a Special Meeting of Council to hold public hearings regarding the following bylaws:

The Traffic Bylaw; The Community Standards Bylaw and the Animal Control Bylaw. Council has set the meeting date to be Thursday, February 23, 2023 at 7:00 p.m.

1. Grant Writing: Councillor Berkholtz asked Administration to provide a chart of all grants applied for during the year.
2. Lemonade Day Information: Administration has passed this information to the library to share with the organizations that have children that might be interested in participating.
3. Choose Camrose County – Support Local: Council discussed the donation in kind and would like to ensure they can put it safely into the budget.

1. Fire Department – Budget and Policy: See above notes in Delegations.
2. Complaints: No written or formal complaints but had snow removal complaints on Facebook. All complaints were addressed.

COMMITTEE REPORTS:

1. Infrastructure: Nothing to report.
2. Protective Services: Nothing to report.
3. Fire Department Report: No meeting held.
4. Development: Nothing to report.
5. HARRB: Nothing further to report.
6. Ag Society: Mayor These reported that the Ag is hosting a skating party on Friday, January 27th. They are thinking also planning a skijoring event, which would be a horse pulling a person on skis and ‘cowboy curling’ which is an event that sees a person on a horse pulling a innertube with a person who becomes the ‘rock’. Both these events will be discussed further regarding liability and insurance issues.
7. Library: Councillor Berkholtz asked administration to confirm that the request to open two separate business accounts was sent to Canada Revenue. They had been sent on November 2, 2022, but there has been no answer yet.
8. Telegraph Park: Nothing to report – still no meeting scheduled.
9. Recreation Committee: Meets again in February.
10. Parent School Council: Councillor Heinz reported that Parent School Council did meet January 17th but that there was nothing to report to Council.
11. Rural Crime Watch: Nothing to report.
12. Water Commission: A meeting was held in Leduc on Thursday, January 19 and nothing new was discussed that the members felt needed to be relayed.
13. Go-East Regional Rural Meeting: Council approved the payment to advertise Telegraph Park and the Village this way.
14. OHS Safety Meeting: Councillor Patterson reported to Council that there are a few outstanding issues in relation to the Safety Compliance Officer returning to check the buildings that had been inspected. OHS is awaiting the 2023 Budget to ensure they can move forward with training and equipment.
15. UFA Playground Committee: Have not met please see detail of discussion above in Business.
16. Hay Lakes Drainage District – Nothing to report.

RES 008-2023: Moved by Deputy Mayor Heinz to accept the Committee Reports as Information.

CARRIED

INFORMATION AND CORRESPONDENCE:

The Information and Correspondence file was circulated and reviewed by Mayor These.

RES 009-2023: Moved by Councillor Berkholtz to accept the Information and Correspondence as information.

CARRIED

ADJOURNMENT:

There being no further business of Council, Mayor These declared the meeting adjourned at 10:20 p.m.

Next Special Meeting of Council is scheduled for Thursday, February 23, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.

Next Regular Council Meeting is scheduled for Monday, February 27, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.

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Mayor These

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K. Shannon Yearwood

Chief Administrative Officer