

MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA  
HELD ON MONDAY, JULY 17, 2023  
IN THE HAY LAKES VILLAGE RECREATION CENTRE

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

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Krystyn Pukanich

DELEGATIONS: UFA Playground Committee

PUBLIC PRESENT: Faye Leicht; Dave Vallee; and Debbie Noel

CALL TO ORDER: Mayor These called the meeting to order at 7:04 p.m.

Krystyn Pukanich arrived at the meeting at 7:04 p.m.

Councillor Levi Blanchard arrived at the meeting at 7:06 p.m.

ADOPTION OF THE AGENDA:

RES 103-2023: Moved by Deputy Mayor Heinz to adopt the agenda as presented.

CARRIED

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DELEGATION PRESENTATION: Faye Leicht, Dave Vallee and Debbie Noel appeared before Council on behalf of the Playground Committee. Mr. Vallee led the discussion by first thanking Council for their time. They wanted council to designate two lots on the corner of Main Street and 3<sup>rd</sup> Avenue South for the location of the UFA Playground. They wanted this done in a timely manner so they could get a site drawing of the location with a schematic of the actual playground they are trying to create. The committee had brought in a 'petition' with forty (40) signatures of residents wanting the location of the playground to be designated to Main Street. The logic for this is that they all feel this is a central location. Currently this land is zoned as commercial land but because of the way our Land Use Bylaw reads the Village can construct a playground on any piece of land despite the zoning. Council will consider this request and have a decision back to the committee within two to three weeks. The Committee is planning to create an inclusive playground for ages two (2) years to twelve (12) years. The playground will have equipment that can accommodate disabled children as well as able bodied children. Mr. Vallee mentioned that the committee has put a request into the school that grades 1 through 6 submit names for the playground and the Committee will choose the winning name. They plan to have plaques naming sponsors (either businesses and/or individuals) that contribute to the fund for building this playground and have plans to fundraise for the equipment. The Committee has chosen to use a 'farming theme' for the equipment. After the initial installation of the playground the committee is hoping to add a gazebo and picnic table to the area to make

a welcoming and pleasant area in the central area of the Village that focuses on the younger people that make up Hay Lakes. Before leaving the meeting, the Committee members asked council to make this decision within the next few weeks so they could carry forward with their plans. Mayor These did mention that an open house for all members of the community to decide on the location of this playground. Mayor These and Councillor Blanchard thanked the committee for their presentation.

Ms. Leicht, Ms. Noel and Mr. Vallee thanked council and left the meeting at 7:15 p.m.

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ADOPTION OF THE MINUTES OF THE CONTINUATION MEETING OF COUNCIL HELD ON MONDAY, June 26, 2023: The minutes of the Continuation Meeting of Council held on Monday, June 26, 2023, were circulated and discussed.

RES 104-2023: Moved by Councillor Blanchard to adopt the Continuation Meeting Minutes of Council held on Monday, June 26, 2023, as presented.

CARRIED

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PUBLIC WORKS REPORT: Krystyn Pukanich reported to Council. She discussed the one home in the Village that is still using a well. This homeowner wants to bring water into their home and public works are working with the owner to see this happens. This homeowner will be responsible for the costs associated with bringing the water line from the property line to the home. Councillor Berkholtz also related that she had a conversation with a property owner concerned about flooding from the melt off every spring. This has been an ongoing issue and Krystyn will look at the issue and report to the CAO on a solution.

RES 105-2023: The Public Works Report was moved for acceptance by Deputy Mayor Heinz.

CARRIED

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Councillor Paige Berkholtz arrived to the meeting at 7:35 p.m.

MANAGER'S REPORT WITH RESOLUTION LIST AND ACTION LIST: Shannon Yearwood presented the Manager's Report verbally and both the Resolutions and Action Lists to Council.

RES 106-2023: Moved by Mayor These that the Manager's Report and the Resolution and Action Lists be accepted as presented.

CARRIED

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QUARTERLY (FINANCIAL) REPORT: Rod Griffiths prepared and printed reports for Council to review. This was the first quarterly report for 2023. January 1 through March 31. Mr. Griffiths related that the next quarterly report will be prepared and presented to council at the next meeting of Council. CAO Yearwood presented the quarterly financial report to Council.

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RES 107-2023: Moved by Councillor Berkholtz that the Financial Report covering the period of January 1, 2023, to March 31, 2023, be accepted as presented.

CARRIED

During the discussion regarding Finances, Telegraph Park Financials were considered fully. Both Deputy Mayor Heinz and Councillor Berkholtz expressed concern over this issue. It has been determined that the Administration in the Village office will need to work more closely with Rick Dale and the Telegraph Park Committee to ensure that all financial concerns are addressed in a more timely and proactive manner.

RES 108-2023: Councillor Berkholtz moved that administration reconciles Telegraph Park Finances and presents a report to the Telegraph Park Committee at the first meeting held in the camping season for the previous year. Once this report has been accepted and a motion made the financials for the park will be deemed up-to-date and there will be no reason to ask for records from previous years.

CARRIED

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To complete this process, it will be moved onto the CAO Action List. Council has asked that administration also bring forward a draft policy that addresses Telegraph Park Finances and how they are to be handled in the future. Other ideas of how the office staff can assist Telegraph Park by putting out more on the Telegraph Park Page of the website. Look at advertising in the Morning News out of Camrose and Beth's monthly newsletter to the Village residents.

BUSINESS REPORT: CAO Yearwood discussed the business report with Council and related on the following issues:

Lagoon Warranty Inspection: On July 11, 2023 the lagoon was inspected by Krystyn Pukanich and Ming Chew of ISL Engineering. This was completed because the warranty work on the lagoon is over at the end of July 2023 and ISL wanted to ensure that there was no deficiencies in the work performed by Sure-Form Construction when this project was undertaken in 2021. Mr. Chew and Ms. Pukanich reported that they were unable to find any deficiencies in the work performed and were happy that the lagoon rehabilitation has been successful. The CAO, Shannon Yearwood, will now sign the Release of Warranty that has been provided by ISL Engineering.

Discussion with RCMP on July 13, 2023: Council was made aware that the CAO met with a Constable from the Camrose Detachment of the RCMP and discussed issues that I felt were facing the Village now. I suggested that more patrols through town, monitoring speeding on Main Street and possible drunk driving patrols. He was very open to these suggestions and said that he would present these to his co-workers at the detachment. Constable Flesch also mentioned that he is hoping to encourage members to show up to some of the Village events such as Remembrance Day or Light up the Tree in December so the members can be more accessible to the community.

Camrose County FCSS Association Funding Agreement: Paul King sent a request that Council review the funding agreement between the County and Camrose District FCSS Association for future funding. A five (5) percent increase is expected on each of the municipalities that are located within Camrose County. Council will not make a resolution regarding this matter until

we know specifically how much the portion for Hay Lakes will be. Administration will relate this back to the County CAO, Paul King.

Hay Lakes Supermart Free Pizza and Slushie Day: Administration received an email from Henry Kim, the owner of Hay Lakes Supermart regarding this event that a farmer from outside of the Village is sponsoring. I discussed with council if we could lend him tables and chairs from the Recreation Centre. It was agreed that administration would speak directly to Cathy Marusak about this aspect of the event. Public Works will help set up the tables, chairs and put-up traffic barriers in front of the store. We will get some plastic tablecloths and balloons to help decorate the area. Council also discussed making a small donation to this event and decided that one hundred (\$100.00) dollars could be contributed from the Public Relations area of the budget.

RES 109-2023: Councillor Berkholtz moved that the Village donate \$100.00 to help fund this special day being planned by a generous sponsor and the owners at the Village store.

CARRIED

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CAO Vacation Time: The CAO has informed Council that she is hoping to take a further vacation week from Tuesday, August 22 to Monday, August 28 inclusive. A further week will be discussed in September once arrangements are made, and specific dates of the vacation are known.

BYLAW & POLICY:

OHS Policy:

Policy 11-2023 – Re-Fueling Safe Work Procedure Policy: This policy was reviewed by Council and accepted.

RES 110-2023: Moved by Councillor Blanchard to accept the Re-Fueling Safe Work Procedure Policy as presented.

CARRIED

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Policy 12-2023 – Motor Vehicle Operation Safe Work Practice Policy: Council reviewed and approved this Policy.

RES 111-2023: Mayor These moved to have the Motor Vehicle Operation Safe Work Practice Policy accepted as presented.

CARRIED

Policy 13-2023 – Mobile Equipment Safe Work Practice Policy: Council reviewed and approved this Policy.

RES 112-2023: Mayor These moved to have Policy 13-2023 – Mobile Equipment Safe Work Practice Policy accepted as presented.

CARRIED

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Policy 14-2023 – Skid Steer Safe Work Practice Policy: Council reviewed and approved this Policy.

RES 113-2023: Deputy Mayor Heinz moved to have the Skid Steer Safe Work Practice Policy accepted as presented.

CARRIED

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Policy 15-2023 – Winter Driving Safe Work Practice Policy: Council reviewed and approved this Policy.

RES 114-2023: Mayor These moved to have the Winter Driving Safe Work Practice Policy accepted as presented.

CARRIED

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**Hay Lakes Fire Department Policy:**

Policy 02-2023 – Fire Department Annual Officer Honourariums: Council reviewed this policy and ensured with administration that the increases in honourariums are all included in the current budget.

RES 115-2023: Councillor Patterson moved that council accept Policy 02-2023 – Fire Department Annual Officer Honourariums are accepted as presented.

CARRIED

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Policy 03-2023 – Fire Department Practice Compensation: Council reviewed and approved this Policy.

RES 116-2023: Mayor These moved to have Policy 03-2023 – Fire Department Practice Compensation Policy accepted as presented.

CARRIED

Policy 04-2023 – Fire Department Hourly Honourariums Policy: Council reviewed and approved this Policy.

RES 117-2023: Councillor Berkholtz moved to have the Policy 04-2023 – Fire Department Hourly Honourariums Policy accepted as presented.

CARRIED

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Policy 05-2023 – Fire Department Course Completion Honourariums Policy: Council reviewed and approved this Policy as presented.

RES 118-2023: Deputy Mayor Heinz moved to have Policy 05-2023 – Fire Department Course Completion Honourariums Policy accepted as presented.

CARRIED

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Councillor Berkholtz wanted it noted in the Minutes that Councillor Blanchard (as a Fire Department Member) did not take part in the discussions surrounding the Hay Lakes Fire Department Honourariums nor did make a resolution or vote regarding these policies.

**Village of Hay Lakes Policy:**

Policy 16-2023 – Harassment Prevention Policy: This policy was brought forward by Councillor Berkholtz at the May Regular Meeting of Council. She had asked to have the Policy updated and ensure that the language used and intention of this Policy was in compliance with the Human Rights Commission standards and OHS Standards.

CAO Yearwood presented this new policy to Council at this meeting. The policy was reviewed and discussed. Council accepted the new policy and moved to put it into action for the Village. A separate Violence Policy will be presented to Council at the Regular Meeting scheduled for August.

RES 119-2023: Moved by Councillor Berkholtz to accept Policy 16-2023 – The Harassment Prevention Policy be accepted and adopted by the Village of Hay Lakes.

CARRIED

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**COMMITTEE REPORTS:**

- a) Ag Society – Mayor These reported that the Ag is sponsoring a Beef Raffle this fall. He also reported that Public Works can use the Multi-Use Building to store large equipment throughout the winter. In return public works will be plowing the parking lots around the Agri-Plex Buildings. This past weekend there was a ten (10) team ball tournament that seems to have been quite successful. Councillor Berkholtz reported that the Curling Club is having a Golf Tournament on August 19, 2023.
- b) Assessment Review Board – Nothing to Report

- c) CRSWWSC (Water Commission) – No meetings have been held since last report.
- d) Disaster Services – Nothing to Report
- e) Emergency Management Committee – Nothing to Report
- f) Go-East Regional Rural Tourism Committee – Councillor Berkholtz reminded everyone that they need to message Go-East to advertise any activities that the Village is hosting.
- g) HARRB – Nothing to report until October.
- h) Hay Lakes Drainage District # 11 – Ivan Selin is not the President of the Drainage District and we will be informed by Crystal Berkholtz. The Drainage Board wanted confirmation that the culvert is going to be replaced and Ivan Selin has been kept informed of this project.
- i) Hay Lakes Fire Department – Councillor Patterson reported that the department volunteers are happy with the new doors. Mayor These also reported that he has sold two (2) of the three (3) old doors and he hopes to sell the last door soon.
- j) Hay Lakes Municipal Library Board – Administration reported that a letter was sent to the Directors acknowledging that Council accepted the placement of Kimberlee Hunter as a Hay Lakes Library Board Director. There are no scheduled meetings throughout the summer.
- k) Hay Lakes School Parent Council Committee – no meetings scheduled for summer months while school is out.
- l) Intermunicipal Committee – No meetings have been called.
- m) OHS Safety Committee – the Safety Committee continues to go over Safety Policy and will be putting forward policies for Council approval.
- n) Parkland Regional Library Board – Nothing to Report except that Parkland is aware that Kimberlee Hunter is the new library manager.
- o) Subdivision and Development Review Board – No appeals have been filed.
- p) Telegraph Park Committee – See above for conversation of council regarding Telegraph Park Finances.
- q) Recreation Centre Board – Nothing to report.
- r) Regional Emergency Management Services Liaison – Nothing to be reported.
- s) Rural Crime Watch – No meetings have been scheduled since March 2020.
- t) UFA Playground Committee – See Delegation Section for update.

COMMITTEE OF THE WHOLE MEETINGS: No Committee of the Whole Meetings have been scheduled.

- u) Development: No Meetings scheduled.
- v) Financial: Budget meetings will be scheduled soon
- w) Infrastructure: Nothing further to report.
- x) Protective Services: Nothing to Report

INFORMATION AND CORRESPONDENCE: The Information and Correspondence was circulated and discussed with Council.

RES 120-2023: Moved by Mayor These to accept the Information and Correspondence as presented.

CARRIED

CONFIDENTIAL ITEMS:

RES 121-2023: At 9:28 p.m. Mayor These made the motion to close the meeting to the public.

CARRIED

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Krystyn Pukanich left the meeting at 9:29 p.m.

RES 122-2023: At 9:39 Mayor These opened the meeting to the public once again.

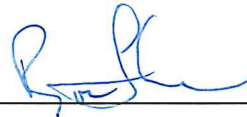
CARRIED

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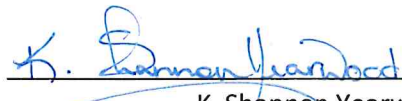
CAO Review: Tabled to August 21, 2023, Meeting of Council. Councillor Berkholtz asked the CAO to complete a review on herself by Monday, July 24, 2023 and have the review sent to council for their review.

ADJOURNMENT: There being no further business of Council, Mayor These declared the meeting adjourned at 9:40 p.m.

The next Regular Meeting of Council is scheduled for Monday, August 21, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood  
Chief Administrative Officer