

MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA
HELD ON MONDAY, SEPTEMBER 18, 2023
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: Beth Ogilvie

DELEGATIONS: None present

PUBLIC PRESENT: No public present

CALL TO ORDER: Mayor These called the meeting to order at 7:03 p.m.

ADOPTION OF THE AGENDA:

RES 155-2023: Moved by Councillor Patterson to adopt the agenda as presented.

CARRIED

ADOPTION OF THE MINUTES OF THE CONTINUATION MEETING OF COUNCIL HELD ON MONDAY, AUGUST 28, 2023: The minutes of the Continuation Meeting of Council held on Monday August 28, 2023, were circulated, and discussed.

RES 156-2023: Moved by Councillor Patterson to adopt the Continuation Meeting Minutes of Council held on Monday, August 28, 2023, as presented.

CARRIED

PUBLIC WORKS REPORT: Public Works Manager, Krystyn Pukanich, was not in attendance at this meeting. She submitted her written report to council they received the information and had time to formulate questions. Administrator Yearwood asked if Council had any questions that had arisen from the report. Councillor Blanchard asked if Public Works had a maintenance plan for each piece of equipment and how those reports were filled out and how often. Beth Ogilvie assured Councillor Blanchard that she would convey the information requested and have Ms. Pukanich email Councillor Blanchard within the following few days.

Councillor Berkholtz asked about how administration felt about the interaction and expectations of Public Works. This discussion was moved into the Business Report Section of the meeting.

RES 157-2023: Councillor Blanchard moved that the Public Works Report be accepted.

CARRIED

ADMINISTRATIVE ACTION LIST AND RESOLUTION RECORD:

Administrator Yearwood presented both the Administrative Action List and the Resolution Record for Council's information.

RES 158-2023: Moved by Mayor These to accept the Administrative Action List and the Resolution Record as information.

CARRIED

FINANCIAL REPORT: The financial report was prepared by Rod Griffiths and presented by Administrator Yearwood. The report reflects that the Village financial records are balanced and up to date to July 31, 2023. The report presented to Council included Mr. Griffiths Finance Update Checklist as of July 31; the Balance Sheet as of July 31, 2023; the Capital Finances Acquired and Applied for the period ending July 31, 2023; and the Budgetary Control for the period January 1, 2023 to July 31, 2023. After the formal financial report was presented CAO Yearwood provided Council with a brief update regarding the banking totals currently in the Village Bank accounts.

RES 159-2023: Councillor Patterson moved that the Financial Reports including the Balance Sheet as of July 31, 2023; the Capital Finances Acquired and Applied for the period ending July 31, 2023; and the Budgetary Control for the period January 1, 2023 to July 31, 2023 be accepted as presented.

CARRIED

MANAGER'S BUSINESS REPORT: Shannon Yearwood presented the Business Report to Council.

The CAO reported that all staff reviews had been completed. Councillor Berkholtz requested that CAO Yearwood prepare and submit to council a Management Report outlining the different scenarios (both positive and negative situations).

CAO Yearwood discussed the next step identified in the Infrastructure Report, being the rehabilitation of the Lift Station's wet well and foundation. ISL was the engineering company that completed the Infrastructure Report and has estimated the cost of the work on the rehabilitation. Council has directed Administration to prepare a Request for Proposal and send these out to three different engineering firms asking for a quote on the work to be completed.

Mayor These motioned to close the meeting to the public at 8:00 p.m. under the *Freedom of Information and Protection of Privacy Act*, section 17.

RES 160-2023: Moved by Mayor These that the meeting be closed to the public under section 17 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

RES 161-2023: Mayor These motioned to open the meeting back up to the public at 8:23 p.m.

CARRIED

Business Report Continued:

Council directed the CAO to apply for the Alberta Transportation Water for Life Grant to alleviate financial pressure on the Village if successful.

The Area Structure Plan and the UFA Playground location were discussed. The playground committee did approach Council during the Monday, July 17, 2023, Regular Meeting asking that council designate two of the four commercial lots on Main Street as the location for the playground. Council has decided to host an Open House to discuss this issue with residents. Administration was to choose two or three dates to host this event and email those to Council. Once Council determines when they are available and able to attend the village will host a two-day event (one evening during the week, and 3 or 4 hours on the following Saturday) at which residents will be able to vote on the location they prefer. Administration will invite members of the Playground Committee to both days to ensure that they are able to express their opinion openly. Administration will organize maps; pictures and drone footage of the areas and ask the Committee to bring pictures of the equipment they hope to purchase. This event will be organized for either late in October or early in November.

The land at the foot of Main Street on the east end of town was brought up. Fuernkranz's former property is approximately just over 9 acres. The Village has been approached by a couple wanting to open a greenhouse business on 2 acres of the property. Mayor These and CAO Yearwood met and discussed this plan with Anjah Howard, Camrose County Director of Development on August 30th for approximately one hour. Council has directed Administration to hire an appraiser to value this land.

The landowner of #6, 3rd Avenue South (Lot 18; Block 7; Plan 6321) brought forward a development plan to bring in and renovate a home for that lot. Council did review the submitted plans and directed the Office to issue and development permit so this landowner can begin to develop this piece of property.

RES 162-2023: Moved by Councillor Blanchard to have administration approve the submitted application and inform the owner that they can begin to plan and build on Lot 18; Block 7; Plan 6321). This application is approved.

CARRIED

Administration reported that a meeting has been set up between Minister Rick Wilson, his assistant, Mayor These and CAO Yearwood to discuss municipal funding issues facing all municipalities at this time. The meeting is scheduled to take place on Thursday, September 21, 2023, at Minister Wilson's office in Wetaskiwin.

Council and administration briefly touched upon Village Sustainability in conjunction with the above noted meeting.

Administration has contacted the Village Auditor and expressed concern that the audit has been submitted to Municipal Affairs late for the past few years. We have agreed that the auditor will visit the office on Tuesday, November 14th for the day to complete the 'systems check' and begin the audit process. The office for our part will have all documentation to Gitzel on or before mid February 2024 for the 2023 Audit Reporting.

An update on the Order to Remedy Dangerous and Unsightly Property has been served by Rural Bylaw to the owner of Lot 1; Block 3; Plan 805BI.

Councillor Berkholtz updated Council and Administration regarding the plans for the Remembrance Day Ceremony. She and Beth are organizing this event. This year the event will start earlier in the Rec Centre and muffins and coffee will be offered. There is a possibility that the library will host a craft event for children, but this is not yet confirmed. Volunteers and participants are being contacted now.

Deputy CAO, Beth Ogilvie, discussed the need for council to approve the Hay Lakes Library Board by resolution and then administration will submit the resolution to Municipal Affairs.

RES 163-2023: Councillor Patterson moved to appoint the following members to the Library Board for the noted terms:

Amanda Derksen to a term of one year from March 22, 2023, to March 21, 2024;
Megan Patten to a term of one year from March 22, 2023, to March 21, 2024;
Beth Ogilvie to a term of one year from March 22, 2023, to March 21, 2024;
Sandra Howald to a term of one year from March 22, 2023, to March 21, 2024;
Mindy Kennett to a term of one year from March 22, 2023, to March 21, 2024;
Stacy Arrellano to a term of one year from March 22, 2023, to March 21, 2024;
Paige Berkholtz to a term of one year from March 22, 2023, to March 21, 2024; and
Ron These to a term of one year from March 22, 2023, to March 21, 2024.

CARRIED

The complaints from resident's were discussed and Council was advised that Old MacDonald's Kennel was called into the Village to deal with a barking dog complaint.

BY-LAW/POLICY: No new bylaw has been brought forward.

OHS Policy:

Policy 25-2023 – Incident Prevention Policy: Council Reviewed and approved this policy.

RES 164-2023: Councillor Blanchard moved to approve Policy 25-2023 – Incident Prevention Policy brought forward by the OHS Safety Committee.

CARRIED

Policy 26-2023 – Early Return to Work Policy: Council have reviewed and discussed this policy.

RES 165-2023: Moved by Mayor These to accept the Policy 26-2023 – Early Return to Work Policy as presented.
CARRIED

Policy 27-2023 – Rescue Coordination Policy: The Rescue Coordination Policy (Policy 27-2023) was circulated and reviewed by Council.

RES 166-2023: Deputy Mayor Heinz made the motion to accept the Rescue Coordination Policy (Policy 27-2023) as presented.
CARRIED

COMMITTEE REPORTS:

- a) Ag Society: Mayor These reported that only 5 members this committee were available to meet on Monday evening as most members were farming.
- b) Assessment Review Board: Nothing to report;
- c) CRSWWSC (Water Commission): Next meeting is Thursday, September 21, 2023.
- d) Disaster Services: Nothing to report;
- e) Emergency Management Committee: Nothing to report;
- f) Go-East Regional Rural Tourism Committee: Nothing new to report
- g) HARRB: are accepting applications through the Village Office;
- h) Hay Lakes Drainage District # 11: will check with the secretary of the Drainage District to determine if we can send out the letters to the land owners advising that Public Works will be releasing the lagoon.
- i) Hay Lakes Fire Department: continue attending accidents and fires;
- j) Hay Lakes Municipal Library Board: The library board has met in September and the new renovation and expansion has been completed.
- k) Hay Lakes School Parent Council Committee: has not had it's first meeting since June. Deputy Mayor Heinz will report when meetings commence.
- l) Intermunicipal Committee: Nothing to report.
- m) OHS Safety Committee: Continues to meet monthly and redraft policy and discuss safety for all employees.
- n) Parkland Regional Library Board: Nothing to report.
- o) Subdivision and Development Review Board: No appeals registered.
- p) Telegraph Park Committee: the committee met at the park on Wednesday, September 13 for the Board appreciation meeting.
- q) Recreation Centre Board: Next meeting at the end of September.
- r) Regional Emergency Management Services Liaison: Nothing to report.
- s) Rural Crime Watch: Nothing to report.
- t) UFA Playground Committee: Councillor Blanchard reported that a meeting was set but unfortunately the members must reschedule to a later date.

Committee of the Whole Meetings: All Council Members are on these Committees.

- a) Development:
- b) Financial:
- c) Infrastructure: and
- d) Protective Services.

Nothing to report as no Committee of the Whole meetings have been called.

INFORMATION AND CORRESPONDENCE: The information and Correspondence folder was brought forward for Council's review.

RES 167-2023: Moved by Councillor Berkholtz to accept the Information and Correspondence as provided.

CARRIED

ADJOURNMENT: There being no further business of Council, Mayor These declared the meeting adjourned at 9:07 p.m.

The next Meeting of Council is the annual Organizational Meeting beginning at 7:00 p.m. on Monday, October 16, 2023, in the Hay Lakes Recreation Centre. This meeting will be followed directly by the Regular Meeting of Council.



Mayor These



K. Shannon Yearwood
Chief Administrative Officer