

MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA  
HELD ON MONDAY, MARCH 18, 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: ISL Engineering Representatives: Wei Ming Chew and Joseph Parsons; Cathy Marusak, Recreation Centre Representative

PUBLIC PRESENT: Kimberley Hunter, Hay Lakes Library Manager; Melissa Redmond, Secretary of Hay Lakes Library & Friends of the Library; and Hanan Rusich, Hay Lakes Library Board Director

CALL TO ORDER: Mayor These called the meeting to order at 7:05 p.m.

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DELIGATIONS:

ISL Engineering representatives joined the meeting via google meet. Mr. Chew and Mr. Parsons' presented to council the options that the Village could chose to upgrade the lift station. The first option was to refurbish the current station, bringing it up to meet present-day standards. The lift station was built in the 70's and has had little to no upgrading done on the pumps; the wet well and the building envelope.

The second option was to put in a new station that is prefabricated and therefore little engineering work would need to take place. This first station would have all the components of the lift station but would be located outdoors and the components would be located below ground.

The final option would be an above ground station and the components would be housed in a small structure. This would allow for public works to work at the station without having to manually pull the pumps up to the surface and never have to enter an enclosed space.

Council, staff, and public members asked questions to both engineers and all questions were answered fully.

Pricing was given for the three options and will be considered when council debates and decides on the strategy, they feel is best for the Village.

When Mr. Chew and Mr. Parsons completed their presentation, they left the meeting at 8:00 p.m.

The second delegation for Silversmith Data, Mr. Mike Rose, was unable to attend this meeting. This information was tabled to the next meeting.

Cathy Marusak came to speak with council regarding the next upgrade she hopes to make to the Recreation Building. She is wanting to replace the fluorescent lighting in the building with energy efficient lighting this year. She presented the quote that she has obtained from Miquelon Lighting for the complete retro fit and she is looking into grant funding to help complete this project. She wanted Council to be aware of the information she has gathered and to be prepared to help financially if required. She has presented council with three different funding models that could be a possibility.

After presenting this information, Ms. Marusak asked council to approve the budget set by the Recreation Board at their 2024 AGM. Council listened to the budget presentation and moved forward to approve the 2024 Recreation Centre Budget.

RES 042-2024: Moved by Councillor Berkholtz to approve the 2024 Recreation Board's Budget as presented.

CARRIED

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Ms. Marusak left the meeting at 8:13 p.m.

Members of the Hay Lakes Library Board and Friends of the Library Committee attended the meeting to discuss having members of the Library Board approved by Council. Once it was determined that the Library Board had conducted its annual AGM on March 13, 2024, and new board members had been elected the following resolution was made.

RES 043-2024: Moved by Councillor Berkholtz to approve the following members to the Hay Lakes Library Board as Directors:

- Carley Matson to a term of 3 years as Director;
- Misty Duckett to a term of 3 years as Director;
- Melissa Redman to a term of 3 years as Director; and
- Mindy Kennet to a term of 3 years as Director.

The term being March 14, 2024, to March 13, 2027.

CARRIED

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Kimberley Hunter and Melissa Redman left the meeting at 8:22 p.m.

Council then continued to move through the agenda.

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ADOPTION OF THE AGENDA:

RES 044-2024: Moved by Deputy Mayor Heinz to adopt the agenda as presented.

CARRIED

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY,  
FEBRUARY 19, 2024:

RES 045-2024: Moved by Deputy Mayor Heinz to adopt the Regular Meeting Minutes of Council held on Monday, February 19, 2024, as presented.

CARRIED

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STANDING REPORTS:

Public Works Report: Public Works Manager, Krystyn Pukanich, presented her report to council.

RES 046-2024: Moved by Councillor Patterson to accept the Public Works report as information.

CARRIED

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Ms. Pukanich also presented a three-way comparison of the Gehl loader, the CASE loader, and the CAT loader. The decision was tabled until the next meeting of Council.

Financial Report: Rod Griffiths presented the financial report to council. Some of the highlights of his report are as follows:

- The auditor will be presenting the Village's audited 2024 financial statements at the next regular meeting of Council scheduled for April 15, 2024;
- As advised by our auditors in October, we now have a second person confirm that the payroll entries match the information on staff time sheets (this improves the system of internal financial reporting); and
- Telegraph Park year-end reports are completed, and the committee will be reviewing these at their March 25<sup>th</sup> meeting.

Mr. Griffiths advised Council that he would like to have a Financial Committee of the Whole Meeting scheduled before the next regular meeting of council. At this meeting Council will be considering:

- Possible savings in relation to power and gas costs;
- Consider utility such as water/wastewater and garbage costs;
- Approve a new reserve policy;
- Consolidating Village bank accounts;
- Capital funding and purchases for 2024.

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.

RES 047-2024: Councillor Patterson moved to accept the March 18, 2024; financial report presented by Rod Griffiths as information.

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 26, 2024. A brief synopsis of the past five weeks are as follows:

- Meeting with Michael O'Mara of Alberta Municipalities;
- Public Works accident on March 5<sup>th</sup>;
- Heisler on March 6<sup>th</sup> for a seminar on Alberta Drought put on by Battle River Watershed Alliance; and
- Meeting with Rick Wilson at his constituency office in Wetaskiwin on March 7.

RES 048-2024: Moved by Councillor Patterson to accept the Administrative Report as presented.

CARRIED

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

RES 049-2024: Deputy Mayor Heinz moved to accept the Committee Reports as presented.

CARRIED

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CONFIDENTIAL ITEMS:

Councillor Berkholtz requested that Mayor These move the meeting into a closed session under Section 17 of the *Freedom of Information and Protection of Privacy Act* (Personal Privacy).

RES 050-2024: Resolution made by Mayor These to close the meeting to the public at 8:50 p.m. under Section 17 of the *Freedom of Information and Protection of Privacy Act* (Personal Privacy).

CARRIED

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Hanan Rusich and Krystyn Pukanich left the meeting at 8:50 p.m.

RES 051-2024: Mayor These opened the meeting back up to the public at 9:05 p.m.

CARRIED

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When the meeting was open to the public following motion was made:

RES 052-2024: Councillor Berkholtz moves to allow Rod Griffiths to assist with getting the library up-to-date with bookkeeping functions at the library's expense.

CARRIED

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Rod Griffiths left the meeting at 9:08 p.m.  
Krystyn Pukanich returned to the meeting at 9:09 p.m.

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NEW BUSINESS:

Meeting with Minister Wilson: Mayor These and CAO gave a summary of the meeting with Minister Wilson.

Local Growth and Sustainability Grant: This is a new grant being put in place by the United Conservatives for municipalities facing infrastructure issues. The grant which is not yet open for applications is for a total of sixty (60) million dollars over three (3) years. Administration will closely watch for any announcements moving this grant funding forward in the future.

Preparing for Drought: Administration and Public Works has been attending on-line training sessions being put on by government, municipalities, and other agencies regarding drought; disaster management and hazard season outlooks. Hay Lakes has recognized that it requires an updated Disaster Management Plan and will be working on that throughout 2024.

OLD BUSINESS:

Lift Station Upgrades: Council has received three quotes regarding the lift station upgrades and/or replacement. This will further be discussed at the Financial Committee of the Whole Meeting scheduled for Monday, May 6, 2024.

Comparison of Asset Management Programs: The delegate that was to present before Council was unable to attend this meeting. This discussion has been tabled to the next regular meeting of Council to be held on April 15, 2024.

BY-LAW AND POLICY:

The OHS Committee put before council Policy #01-2024 – Site Inspection Tours, Safe Job Procedures Policy for approval.

RES 053-2024: Moved by Councillor Blanchard to accept and approve Policy Number 01-2024 – The Site Inspection Tours, Safe Job Procedures and have this policy put into effect immediately.

CARRIED

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

RES 054-2024: Moved by Councillor Berkholtz to accept the Information and Correspondence as presented.

CARRIED

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CONFIDENTIAL ITEMS:

RES 55-2024: Moved by Mayor These that council close the meeting to the public at 9:31 p.m. under section 27 (Legal) of the *Access to Information and Protection of Privacy Act*.

CARRIED

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RES 56-2024: Moved by Mayor These to open the meeting to the public at 9:46 p.m.


CARRIED

The next Regular Meeting of Council will be held on Monday, April 15, 2024, at the Recreation Centre beginning at 7:00 p.m.

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.

Having no further business for Council the meeting was adjourned at 9:48 p.m. by Mayor These.

  
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Mayor These

  
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K. Shannon Yearwood  
Chief Administrative Officer