

MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA  
HELD ON MONDAY, MARCH 20, 2023  
IN THE HAY LAKES VILLAGE RECREATION CENTRE

PRESENT: Mayor Ron These; Deputy Mayor Cliff Heinz; and Councillor Paul Patterson

ABSENT: Councillor Paige Berkholtz; and Councillor Levi Blanchard

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Public Works Foreperson, Krystyn Pukanich;

DELEGATES: Nil

PUBLIC PRESENT: Nil

PUBLIC HEARING: The Public Hearing for Bylaw 03-2023 – Animal Control Bylaw did not take place as administration had not advertised the meeting as required by the *Municipal Government Act*. The Public Hearing for the readings of this Bylaw will take place at the Regular Meeting of Council in April.

RES 037-2023: AGENDA: Moved by Councillor Patterson to adopt the agenda as presented.

CARRIED

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ADOPTION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD FEBRUARY 23, 2023:

The Minutes of the Special Meeting of Council held on Thursday, February 23, 2023 having been circulated and discussed a motion was made to pass the Minutes.

RES 038-2023: Deputy Mayor Heinz motioned to accept the Minutes of the February 23, 2023, Special Meeting as presented.

CARRIED

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ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON FEBRUARY 27, 2023:

The Minutes of the Regular Meeting of Council held on Monday, March 27, 2023, were circulated and discussed.

RES 039-2023: Mayor These moved to have the Minutes of the Monday, February 27, 2023, accepted as amended.

CARRIED

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ADOPTION OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON THURSDAY, MARCH 9, 2023:

Minutes of the Special Meeting of Council held on Thursday, March 9, 2023, to discuss the findings of ISL Engineering regarding the Infrastructure Report having been circulated and reviewed were put forward for adoption.

RES 040-2023: Moved by Councillor Patterson to adopt the Special Minutes of Council held on Thursday, March 9, 2023, as presented.

CARRIED

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

RES 041-2023: Motion made by Deputy Mayor Heinz to accept the Public Works Report as Information.

CARRIED

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MANAGER'S REPORT AND RESOLUTION LIST: The Manager's Report and Resolution List is presented by the Chief Administrative Officer.

RES 042-2022: Moved by Mayor These to accept the Manager's Report and the Resolution List as Information.

CARRIED

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FINANCIAL REPORT: Presented by CAO, Yearwood

RES 043-2023: Councillor Patterson moved to accept the Monthly Financial Memo; Financial Team Objectives for 2023; Memo put forward by Rod Griffiths, as Information.

CARRIED

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BYLAWS/POLICIES:

- Animal Control Bylaw: The bylaw will proceed to second and third reading during a Public Hearing at the next Regular Meeting of Council being held on April 3, 2023. This bylaw was tabled to the next Regular Meeting of Council as Administration did not advertise this Public Hearing in accordance with the *Municipal Government Act*.
- Strategic Plan: Discussed the importance of dovetailing this Plan with the upcoming Infrastructure Study results. Council and Administration reviewed this document and discussed those areas that could be updated and changed.
- Bylaw 01-2020 – Municipal Development Plan: This bylaw was brought forward to have council familiarized themselves to again mesh with the Infrastructure results.

## BUSINESS:

### 1. MARCH QUARTERLY REPORT TO COUNCIL:

- THE QUARTERLY FINANCIAL REPORT: The Quarterly Financial Report cannot be presented to Council until the Audit has been completed by Gitzel & Company. Financial Assistant, Rod Griffiths, has been in contact with Gitzel & Company and asked that the Audit be presented to Council at the April 17<sup>th</sup> Meeting.
- CAO OVERTIME REPORTING: CAO is requesting that the overtime is converted to time in Lieu and be used when she requires a day or two at a time.

RES 044-2023: Councillor Patterson moves to accept the CAO Report and convert the remaining 12.5 hours remaining into time in lieu and not pay out this amount.

CARRIED

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- GRANT CHART: For Council information purposes. Administration continues to search for grant opportunities.
  - COMMITTEE OF THE WHOLE MEETINGS:
    - a. Development: Administration reported that we have had applications for 3 Development Permits from January 1<sup>st</sup>. The first is for a basement development and the following two are for fencing backyard properties.
    - b. Financial: Discussed meeting for the 2023 Budget discussions at a Special Meeting of Council. Councillor Patterson was concerned that the Budget was coming to Council late. Administration will have the first draft of Budget ready for the April 17<sup>th</sup> meeting.
    - c. Infrastructure: Discussed in full at the March 9<sup>th</sup> Special Meeting of Council when ISL presented their findings of the Infrastructure Study.
    - d. Protective Services: Nothing to report.

Discussed having these meetings and beginning to set them up as another avenue to explore concepts in a much more structured and focused approach. Council will revisit this area at the next Organizational Meeting to explore payment for these meetings.

### 2. MOVING COUNCIL MEETINGS TO TWICE PER MONTH:

Council has discussed this matter over the past few months as meetings seem to be taking longer to complete. Starting on April 3 Council will meet from 7:00 p.m. for no longer than 9:30 p.m. to discuss items 1 through 11 on the Agenda (this would be from the Call to Order through to the Bylaws and Policies. Then two (2) weeks later Council will meet again on the third Monday being April 17<sup>th</sup> to complete the Agenda and discuss Business Items, Committee Reports; Information and Correspondence followed by any Confidential Items. Again, this meeting is to be adjourned to no later than 9:30 p.m. Administration has spoken to the Recreation Centre Caretaker, Cathy Marusak, and she has ensured that the Village will be able to use the library space on the first and third Monday of each month. For the months of January, February, March, April, May, September, October and November there will be 2 planned meetings per month.

During the months of June, July, August and December there will be one meeting per month on the third Monday. Administration will advertise this change to the residents immediately. Part of this discussion centered around how the CAO could assist council to move the meetings forward and make decisions based on good sound advice. The Chief Administrative Officer will be implementing these suggestions over the next few meetings to ascertain if they do indeed assist Council.

RES 045-2023: Deputy Mayor Heinz made the motion to have two (2) meetings per month for the months of January; February; March; April; May; September; October; and November. The months of June; July; August and December will remain at one meeting unless otherwise required by Council. Council will continue to meet at the space in the Recreation Centre library area.

CARRIED

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3. LAND SALE TO FUELS PLUS: This request was put forward to Council at the February 27, 2023 Regular Meeting and Council all agreed that the small piece of land that Mr. Damouni wants to purchase from the Village can be transferred to him. The condition being that he is responsible for all legal costs associated with this transfer. Administration will contact Camrose County for the legal description of the approach Mr. Damouni is referring to and begin the process of subdividing this piece from the Village owned property running along Railway Avenue.

RES 046-2023: Mayor These moves to allow business owner, Issa Damouni, of 408 Fuels Plus Ltd. buy the small approach to his gas pumps from the Village at a nominal price of \$5.00 plus all legal fees associated with the transfer of this land.

CARRIED

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4. TELEGRAPH PARK FINANCIALS: Deputy Heinz reported to Council the discrepancy that the Telegraph Park Committee felt they had within the financials have now been resolved. After meeting with Rod Griffiths and Shannon Yearwood, Mr. Dale felt that the discrepancy had been rectified and was confident to report such to the Telegraph Park Committee. After further discussion the park committee made a resolution to have Deputy Mayor Heinz have Council resolve to move \$14,000.00 from the operating fund into their savings account.

RES 047-2023: Deputy Mayor Heinz moves to have council approve a transfer of \$14,000.00 from the MUSH operation account of the Village of Hay Lakes to the savings account being held for reserve for Telegraph Park.

CARRIED

5. ASSESSMENT REPORT: Administration reported that the Assessment was received by the Village from Mike Krim of Tanmar Consulting. This report was received on February 28, 2023 via email. The assessment has been loaded into MuniSoft and now administration must work on the budget to determine the millrate that Council will need to consider this year. Councillor Patterson was hoping that we might be able to have the assessments done earlier in the year and Administration explained that this is mandated by the Province. All property assessors have until February 28<sup>th</sup> to submit their report to the municipalities. Council Patterson then asked that Administration work on the Budget before the end of the current year for the following year as there is a concern that the Budget is being passed too late in the year. Administration will work on getting the budget completed in a timelier manner.
6. AUDIT REPORT:  
Gitzel and Company has been receiving the Village Financial Reports since the end of February in order to prepare the Audit to Council. Our Financial Assistant, Rod Griffiths has been working closely with the Accountants to ensure that they receive all the documents and reports they request. They still have to do a site visit and we hope that will be completed in the week of March 27 through 31<sup>st</sup>. Mr. Griffiths has requested that Gitzel aim to report to Council on the Audit at the April 17<sup>th</sup> meeting. Gitzel has not yet confirmed whether they will be ready on April 17<sup>th</sup> but we are hopeful.
7. REDISTRICTING AND SUBDIVIDING UPDATE:  
Administration reported that she met with Anjah Howard, County of Camrose Chief Development Officer, on March 7 from noon to approximately 2:00 p.m. Ms. Howard gave important information to the CAO regarding the requirements of the MGA in terms of redistricting and subdivision. We are hoping to set dates for the open house for resident's to discuss the location of the UFA Playground and the development of the Park at the foot of 3<sup>rd</sup> Avenue South.
8. 2021 MUNICIPAL RED TAPE REDUCTION REPORT:  
The 2021 Municipal Red Tape Reduction Report was received from Municipal Affairs in March. This report related to a grant given to municipalities in 2020 to assist with COVID-19 restrictions and loss of revenue for municipalities. The Village submitted their report in late 2020/early 2021 and it has been accepted. This report gathers all the information from all municipalities within Alberta and how they are continuing to try and create economical development and bring new business to their communities. The report was put into the Council package for Council members to become acquainted with different ideas and innovative methods to bring in development.
9. SALE OF COUNTY BUILDING ON MAIN STREET:  
It was mentioned at the March 14<sup>th</sup> Camrose County Meeting of Council that Mayor These, CAO Yearwood and Deputy CAO Ogilvie by a member of the administration team that the building that currently houses Storm Electric was being put up for sale by the

County. On the morning of March 20 just after 9:00 a.m. CAO Yearwood received a call from a County Councillor asking if I had heard this and when I responded yes I had he informed me the County had not made that decision. Currently the building is not up for sale.

10. OHS MEETING CONCERNS:

Councillor Patterson related some of the safety concerns brought forward at the OHS Meetings. These specifically being the use of rifles and air rifles and pellet guns within the Village Boundaries. Last fall, public works members found the body of a hawk that had been shot in the chest. Also, staff and residents have mentioned that the use of compound bows with arrows being used on Village land with no safety measures in place. Finally the use of poisons being used to kill 'vermin' in the fields and surrounding yards but this causing a danger to peoples dogs and cats as well as any foxes or other wildlife in the area. Administration will research different municipalities to try and craft a policy that prohibits the use of firearms; bows and arrows and poison within Village boundaries.

11. CHIEF ADMINISTRATOR'S CONTRACT WITH COUNCIL:

Deputy Mayor Heinz brought up the changes being made to the CAO Contract and was looking for an update. The current copy of the new contract was brought forward and gone through thoroughly by each clause that had been raised as a concern. A full and frank discussion was undertaken by all present and all concerns that had been raised were addressed. By the end of this discussion all present felt that they were fine to sign the new Contract as amended. Although a quorum of Council was present there was concern that two councillors were not in attendance. Although it was discussed that perhaps we could wait to take the vote until all were present, the CAO did express that this matter had already taken 5 months to discuss and complete. Because of this Council determined that they would put forward a resolution to accept the Contract as Amended with the provision that Councillor Berkholtz and Councillor Blanchard agree to the Contract via email by Monday, March 27. If they do not agree with the amendments this contract will have to be further negotiated and this resolution will be invalid and will be revoked at the next meeting.

RES 048-2023: Mayor These moved to have the CAO Contract accepted by Council as amended under the condition that both Councillor Berkholtz and Councillor Blanchard agree to the amendments discussed and made by both council present and the CAO at the Regular Meeting of Council held on Monday, March 20<sup>th</sup>. Councillors Berkholtz and Blanchard must respond to all members of Council and the CAO with an email expressly agreeing to or disagreeing to the Contract by Monday, March 27, 2023 before 11:00 a.m.

CARRIED

## 12. NACLAA – FINANCIAL MANAGEMENT COURSE:

This matter was brought to the attention of Council by the CAO who has asked that Council allow her to put the next course towards the NACLAA accreditation be put on the Village credit card as she is hoping to take the Financial Management elective course this coming April. As the contract has not been settled and the employee policy states that the Village will pay for course fees will be paid for by the Village she is asking that Council consider paying for this elective. To date the employee has covered all costs of this accreditation on her own apart from one other course. It is this employee's intention to finish the Level 1 and Level 2 Certification and continue to pay for most of these courses herself leaving room for the Deputy CAO to start pursuing these important educational requirements.

RES 049-2023: Deputy Mayor Heinz moved to have council allow the current CAO to place one elective course from the University of Alberta towards her National Advanced Certificate in Local Authority Administration Level 1 on the Village of Hay Lakes Credit Card.

CARRIED

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## 13. COMPLAINTS:

All complaints received by Council, Administration and Public Works were reported and discussed with Council with resolutions and plans undertaken to try and reduce any further stress to the resident complaining.

## COMMITTEE REPORTS:

- a) Ag Society – ATB is still investigating the fraudulent activity that was reported.
- b) Assessment Review Board – Nothing to Report
- c) CRSWWSC (Water Commission) – Councillor Patterson and Deputy Mayor Heinz are attending the next meeting in Leduc on Thursday, March 23, 2023. The Commission will be hosting a groundbreaking event for the new Nisku Water Station this Thursday.
- d) Disaster Services – Nothing to Report
- e) Emergency Management Committee – Nothing to Report
- f) Go-East Regional Rural Tourism Committee – The next meeting is scheduled in Vegreville on Tuesday, March 28, 2023. Neither Village representative will be able to attend due to work commitments.
- g) HARRB – Nothing to report until October.
- h) Hay Lakes Drainage District # 11 – AGM will be held at the Agriplex on April 19 at 7:30 p.m.
- i) Hay Lakes Fire Department – Councillor Patterson reports that the department volunteers continue to meet twice per month once as a business meeting and once for practice. He also related that the department is continually being called to various incidents and responding.
- j) Hay Lakes Municipal Library Board – Councillor Berkholtz was unable to report.



- k) Hay Lakes School Parent Council Committee – Deputy Mayor Heinz reported that he had updated the Parent’s Committee of the Infrastructure Study Report given by ISL Engineering.
- l) Intermunicipal Committee – No meetings have been called.
- m) OHS Safety Committee – Councillor Patterson reported to council and this information is related above in the Business Report Section.
- n) Parkland Regional Library Board – In-person meeting to be held on May 18, 2023 in Lacombe at 10:00 a.m. Mayor These to attend.
- o) Subdivision and Development Review Board – No appeals have been scheduled.
- p) Telegraph Park Committee – Deputy Mayor Heinz reported that the Telegraph Park Committee is pleased with their financial position as reported by Rod Griffiths.
- q) Recreation Centre Board – Next meeting scheduled for Friday, May 26, 2023 at 7:00 p.m.
- 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 – Councillor Blanchard was unable to report.

COMMITTEE OF THE WHOLE MEETINGS: Please see above information reported in the March Quarterly Report to Council section.

- u) Development:
- v) Financial:
- w) Infrastructure:
- x) Protective Services: Nothing to Report

RES 050-2023: Moved by Councillor Patterson to accept the Committee Reports as Information.

CARRIED

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INFORMATION AND CORRESPONDENCE: After having circulated the Information and Correspondence Council made the following resolution:

RES 051-2023: Moved by Deputy Mayor Heinz to accept the Information and Correspondence package presented by administration as information.

CARRIED

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CONFIDENTIAL ITEMS: *Freedom of Information and Protection of Privacy Act (s. 16 through 29)*  
No Confidential matters brought forward at this meeting.

ADJOURNMENT:

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



Next Regular Council Meeting is scheduled for Monday, April 3, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.

The Continuation of the Regular Meeting of Council is scheduled for Monday, April 17, 2023 at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood  
Chief Administrative Officer