

MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA
HELD ON MONDAY, MAY 15, 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:

DELEGATES: Councillor Levi Blanchard on behalf of the UFA Playground Committee

PUBLIC PRESENT: None

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

ADOPTION OF THE AGENDA:

RES 069-2023: Moved by Councillor Patterson to adopt the agenda as amended adding items to the Business Report to recognize June as Pride Month; Fire Bans having Hay Lakes follow Camrose County when establishing a fire ban and the level of the ban. Also correcting the date of the following meeting if this meeting is not completed.

CARRIED

DELEGATIONS: Councillor Blanchard updated Council on the UFA Playground Committee. They met for the first time on May 1, and he believed they had a successful and productive first meeting. He relayed to Council and Administration that the committee would like the following to be investigated:

- Drafting a letter for the committee members to approach Corporate Sponsors for the project;
- Contacting Camrose County to find out who they contract and purchase equipment from when developing a playground;
- They would like to get aerial pictures by using a drone and have asked the office to do this;
- The Committee would like a separate bank account in which they can deposit donations; and
- Open House Dates to discuss the placement of the playground.

Discussion followed and Deputy Mayor Heinz questioned whether the Village could afford to move forward at this time. CAO Yearwood related that given the Infrastructure Study we

needed first to focus on the issues brought forward in that assessment. Councillor Blanchard related that after speaking to different playground equipment manufacturers he is certain that the cost of an average playground starts around three hundred and fifty thousand dollars (\$350,000.00). The playground is a large and expensive project for this Village. Although we don't have the amount needed to complete this development at this time Council was concerned that we would be seen to be wasting time of the committee members that are volunteering their time. No date was set for a public open house as council questioned why would move forward and change districts before we were totally ready to have the playground installed fully. It was noted that even if the playground was completed in stages that would just increase costs.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, APRIL 17, 2023: The minutes of the Regular Meeting of Council held on Monday, April 17, 2023, were circulated and discussed.

RES 070-2023: Moved by Councillor Patterson to adopt the Regular Minutes of Council held on Monday, April 3, 2023, as presented.

CARRIED

PUBLIC WORKS REPORT: The Public Works Report was presented by CAO Yearwood as Public Works Manager, Krystyn Pukanich was not in attendance at this meeting. Council had questions surrounding Public Works and gravelling the back alleys and the type of material used as there seemed to be a lot of mud in the alley and spreading onto the adjacent streets. They also questioned the amount gravel on the streets and when the street sweeping was being completed. The streets will be swept by G&J Construction Group on Thursday, May 25th. Councillor Berkholtz also wanted to discuss the short power outage in the Village on Sunday, May 14th at 9:00 a.m. Jordan came out to the Village within 30 minutes and reported that both generators (one at the Water Station and one at the Lift Station were both operating, and that no disruption of service occurred. Jordan stayed until the generators turned back off and the regular power supply was restored. This was done to ensure that the system worked as it should, and it did.

RES 071-2023: Moved by Deputy Mayor Heinz that the Public Works report be accepted as Information.

CARRIED

MANAGER'S REPORT AND RESOLUTION & ACTION LISTS: The Manager's Report was presented by the Chief Administrative Officer with the Resolution and Action Lists.

RES 072-2022: Moved by Councillor Patterson to accept the Manager's Report, Resolution and Action Lists as Information.

FINANCIAL REPORT: No financial report was presented at this meeting as administration explained that we are still working to complete the audit and the budget. The CAO presented the first draft of the budget to council and some concerns were raised and discussed. Councillor Berkholtz requested that administration send a copy of the budget in it's completed form, Excel, to all council members so that they can comment directly on that document. This will be done in the next few days. Councillor Berkholtz also wanted a written explanation of the wages portion of the budget. Specifically, administrations budget costs with a plan on how this matter will be rectified. Both Administrative and Public Works wage budgets have gone up. This is because we have hired a Financial Officer, Rod Griffiths, who is working with the auditors to complete the audit and rectify accounting errors that have been made during the year. Mr. Griffiths has been working full-time to complete the audit and the budget. He will be going down to three (3) days per week and eventually down to two (2) days per week in the next few weeks. Beth Oglivie, Deputy CAO will be starting at the office on a full-time basis by June 1st. It is hoped that the CAO will reduce her hours next year and work 4 days per week. With these changes it is hoped that administrative wages will decrease to a more acceptable level. The questions that Councillor Berkholtz specifically wanted administration to answer are:

- Explanation of Administrative wages year to date;
- Explanation of what exactly the Financial Officer is working on that is causing his work to move to full time currently;
- A plan to reduce the costs associated with administrative wages;
- How much over budget the wages for both public works and administration is presently; and
- An explanation to council regarding cash and non-cash amortizations.

These questions will be addressed in writing by administration within the week and before weeks end.

No motion was made to accept the financial report and instead administration asked council to table the financial report to the next regular meeting of council June 19.

BYLAWS/POLICIES: Several Bylaws and Policies have been left on the Agenda as these are all up for review and updates. Four OHS Safety Polies have been reviewed and will be put before Council at the next meeting. Councillor Berkholtz discussed the current Harassment Policy that the Village has in effect. She is concerned that we should be updating the language used and ensuring that the Policy is in keeping with current Human Rights Commission standards and OHS Standards. Councillor Berkholtz has asked that the CAO reach out to these organizations to ask for assistance with drafting this document. The next policy discussed with the Reserves and Accumulated Surplus Policy. This is a new policy to the Village. The draft was presented to council and it is hoped that once we have the budget passed and the audit reported Rod and Shannon will meet to finalize this policy and present it to council for approval.

UTILITY BYLAW:

The final Bylaw brought forward at this meeting was the Utility Bylaw. This bylaw was brought forward to change only one thing. That being on page 13 at paragraph 5. This is the section that discusses Utility Billing and the need to transfer any arrears in utilities to taxes for collection. Council discussed two (2) options for this to be completed, one being that utilities that reach over \$1,000.00 in arrears over 90 days is transferred or simply any arrears that extend over 90 days being transferred. Council decided because of the scope of this problem they wanted any amount that extends over 90 days without payments to be rolled onto taxes and treated as such.

RES 073-2023: Councillor Berkholtz moved to have the first reading completed on Bylaw 04-2023 – Utility Bylaw this evening.

CARRIED UNANOMOUSLY

RES 074-2023: Moved by Deputy Mayor Heinz that Bylaw 04-2023 – Utility Bylaw be given second reading.

CARRIED UNANOMOUSLY

RES 075-2023: Moved by Councillor Blanchard to have Bylaw 04-2023 – Utility Bylaw move to third reading.

CARRIED UNANOMOUSLY

RES 076-2023: Moved by Councillor Patterson to have Bylaw 04-2023 – Utility Bylaw be given the third and final reading of Council.

CARRIED UNANOMOUSLY

Bylaw 04-2023 – Utility Bylaw in now is full force and effect.

BUSINESS:

1. Budget – Draft #1: Discussed in the Financial Report area of these Minutes.
2. Assessment Scenarios: Administration gave out the three different assessment scenarios that had been prepared and explained this process and the reasons that this was completed. Once the budget numbers have been finalized we will be using these scenarios to determine the mill rate that council will impose.
3. Succession Planning: This was discussed during the discussion surrounding budget planning.
4. Open House Dates: It was decided that no dates would be set as Council is unsure of how they will proceed with the funding of this playground at this time.
5. Telegraph Park Financials: Discussed below in the Committee Reports.
6. Letter to Resident's re: Water Distribution System & Fire Flow Availability: This matter was discussed and council has asked administration to send out the letter on white paper with a second sheet that outlines that the

7. CAO Vacation: The CAO was looking for Council to pass a resolution that they were aware that the CAO had booked one weeks' vacation starting on Sunday, May 21 and ending on Saturday, May 27th. A return to work is scheduled on Monday, May 29. Because the Province had declared a state of emergency due to the wildfire issues in the province the CAO wanted council to acknowledge that they had approved this vacation and that they were aware that she would be out of the Province during this week. As it turned out this resolution was not required as the CAO is not travelling out of the province anyway.
8. June Pride Month: Administration asked Council if they wanted to acknowledge Pride Month by raising the Pride Flag on the Village Office Building this June. Council was very positive to this. They agreed that the Flag could be raised and that a non-permanent crosswalk could be made without the assistance of Village staff.

RES 077-2023: Councillor Patterson moved that the Pride Flag be raised at the Village Office on June 1st and taken down on 30th to acknowledge June Pride Month.

CARRIED

-
9. Camrose County – Fire Bans: Administration brought up this topic as recently it was noted that the Village had the right to impose its own fire-ban on property owners within the Village. Administration acknowledged that given the circumstances a decision might need to be made independently of the County. But asked for Council's backing to follow the County's lead unless circumstances required a different decision such that it is not in the best interest of the Village to do so.

RES 078-2023: Moved by Councillor Berkholtz that the Village follow all fire bans that are set in place by the County of Camrose when required.

CARRIED

-
10. Complaints: The complaints that were discussed in this meeting were not in written format. Council has asked administration to investigate the complaints and report on remedies at the next meeting of council.

COMMITTEE REPORTS:

- a) Ag Society – Mayor These reported that a quorum was not met at the last meeting and therefore the meeting could not proceed as planned. He also reported that the multi-plex building had been broken into and a door destroyed. The ball tournament has been rescheduled to July 14th, 15th and 16th.
- b) Assessment Review Board – Nothing to Report
- c) CRSWWSC (Water Commission) – Councillor Patterson, Deputy Mayor Heinz and Mayor These attended the Annual General Meeting held in Leduc on Thursday,

April 20th. They all enjoyed the meeting and much of the conversation was centred on liabilities that the Commission faced.

- d) Disaster Services – Nothing to Report
- e) Emergency Management Committee – Nothing to Report
- f) Go-East Regional Rural Tourism Committee – Councillor Berkholtz reported that the new Go-East Magazine has been published and Hay Lakes has a new and very nice write up.
- g) HARRB – Nothing to report until October.
- h) Hay Lakes Drainage District # 11 – AGM was held on Wednesday, April 19th, Mayor These attended and reported that the culvert in Ivan Selin's field is being replaced by the village.
- i) Hay Lakes Fire Department – Councillor Patterson reported that the fire department has been busy going to some fires and MVA. The new doors have been ordered and once a date is set to install the office will notify the department.
- j) Hay Lakes Municipal Library Board – The Spring Market 2023 was held on Saturday; May 13th and it does appear that it was a success.
- k) Hay Lakes School Parent Council Committee – Nothing new to be reported.
- l) Intermunicipal Committee – No meetings have been called.
- m) OHS Safety Committee – Councillor Patterson reported that the OHS Committee has met and reviewed 4 safety policies once these policies have been reviewed a second time by the committee, they will be submitted to council for resolution to adopt.
- 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 filed.
- p) Telegraph Park Committee – This committee met on Wednesday, May 10. Rod Griffiths attended, and administration will set up a chequing account for Telegraph Park once the April 17 Minutes are approved and signed by Council. The Park will have one chequing account and one savings account and all expenses and revenues will go through those accounts.
- q) Recreation Centre Board – Next meeting scheduled for Wednesday, May 31, 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 – This new committee met at the beginning of May and Councillor Blanchard reported to council (see comments in Delegations).

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

- 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 discussed by Council.

RES 079-2023: Councillor Berkholtz moved to accept the Information and Correspondence as Information.

CARRIED

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 9:32 p.m.

The next Regular Meeting of Council is scheduled for Monday, June 19, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood
Chief Administrative Officer

