

MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA
HELD ON MONDAY, FEBRUARY 27, 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

ABSENT:

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Public Works Foreperson, Krystyn Pukanich; Financial Assistant Rod Griffiths; and Deputy CAO Beth Ogilvie

DELEGATES: Alex Eelhart; Issa Damouni & Cathy Marusak

PUBLIC PRESENT: Cathy Marusak

ORDER: The Meeting was called to order by Mayor These at 7:02 p.m.

RES 021-2023: AGENDA: Moved by Councillor Patterson to adopt the agenda as amended.

CARRIED

Issa Damouni did not attend the meeting. Mr. Damouni is asking that Council allow him to buy the small amount of land that his sign is sitting on for a nominal fee.

Council discussed this matter and have concluded that this request will be allowed. Councillor Berkholtz asked Administration to ensure that the lots are combined and that they will not be separated in the future. Administration will follow up with Mr. Damouni and produce a letter that was requested in this matter. The letter will acknowledge the sale of this small piece of land and ensure that all costs are born by Mr. Damouni.

Administration will ask Council to make a motion to go forward with this proposal at the next opportunity that Council meets.

The Eelharts arrived at the meeting at 7:05

Public Works Manager, Krystyn Pukanich, arrived at the meeting at 7:08 p.m.

Alex and Dinorah Eelhart attended the meeting to address council directly. They are looking to have a vinyl fence put in the backyard of his corner lot property. He will require Council to give him a small variance to enclose a small triangle of village land so his fence remains perfectly

rectangular. He is planning on following all other Land Use Bylaw sections to remain in conformity with our Village Bylaw.

RES022-2023: Motion made by Deputy Mayor Heinz to allow the variance for Lot 7; Block 16; Plan 0620049 including a small triangle of land at the north-east corner of the lot to be enclosed by the homeowner's fence.

Mr. & Mrs. Eelhart left the meeting at 7:15 p.m.

Cathy Marusak addressed Council and provided the final report regarding the Recreation Centre Renovation. This project is now complete, and an open house should be planned to showcase this new space to the Village Resident's in the spring or summer.

Ms. Marusak went on to discuss with Council the fact that she would like to continue being the Recreation Centre caretaker. She discussed all that this entails and believes that if the Village was to move forward with having another caretaker it should be a paid position. Council did agree and acknowledge the many years of service that Ms. Marusak did provide this service to the Village with no compensation. Therefore, Council has decided to pay Ms. Marusak a small monthly stipend for her continued work and care of the Recreation Building. This compensation will be taken from the Recreation Budget and administered through the office.

RES023-2023: Moved by Councillor Berkholtz that Council acknowledges the valuable contribution Ms. Marusak has made to the Village and will be adding the position of a paid part-time caregiver into the budget to begin on March 1, 2023.

CARRIED

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD JANUARY 16, 2023:

After the Minutes were circulated and discussed:

RES 024-2023: Councillor Patterson motioned to adopt the Minutes of the January 16, 2023, Regular Minutes of Council as amended.

CARRIED

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

Administration inadvertently, did not provide the Minutes for Council's consideration. Therefore, this matter has been tabled to the March 20, 2023, meeting.

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

RES 025-2023: Motion made by Deputy Mayor Heinz to accept the Public Works Report as information.

Several further matters were discussed with Council concerning public works:

There has been a sewer back-up at a business on Main Street and the owner wanted the Village to investigate the cause of this back-up. Administration asked for the camera pictures taken through the Infrastructure Study taken by ISL Engineering to ascertain where the blockage was located. After reviewing these pictures and seeing that the village main pipe was clear going both west and east of the connection to the specific property. It was determined that the blockage was grease coming from the business into the Main and was trapped just before entering the Village main. This has brought up the topic of grease traps being installed not just in this business but at the School; Ag Building; Recreation Centre and Church. Councillor Berkholtz asked that Public Works implement a grease trap inspection for each of these facilities within the next month and report back to Council at the next regular meeting.

RES 026-2023: Councillor Berkholtz moved to have public works inspect the School; the AG Building; Recreation Centre; and Church to see if these establishments have grease traps before the next Regular Meeting and report back to Council.

RES 027-2023: Mayor These made a motion to have Public Works and Administration meet with the owner of the business and explain the situation and inform them that they will be responsible for the flushing and clearing of the pipe and to install a grease trap.

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

RES 028-2022: Moved by Councillor Patterson to accept the Manager's Report and the Resolution List as information.

CARRIED

Rod Griffiths arrives at 8:18 p.m.

Beth Ogilvie, Deputy CAO, presents to council a Power Point Presentation to address the issue brought forward by Deputy Mayor Heinz at the last regular meeting. It seemed that the 'flat rate' for water was not consistently being charged. After auditing each account it was discovered that a small number of accounts had been set up in a way that the flat water rate was checked as an optional charge. This meant that this charge would be randomly excluded from those accounts for some months and included in other months. All accounts have been checked to ensure this issue never happens going forward. Ms. Ogilvie presented Council with a 'Request for Decision' and gave 2 options for Council to chose from. Council made the following resolution:

RES 029-2023: Motion made by Mayor These and accept administrations recommendation to waive any unpaid fees and move forward knowing that the accounts have been set up correctly and this issue will not be continuing into 2023 billing.

CARRIED

FINANCIAL REPORT: Presented by Financial Assistant, Rod Griffiths, and Deputy CAO Beth Ogilvie.

RES 030-2023: Deputy Mayor Heinz moved to accept the Interim Financial Statements as to December 2022, and the Memo put forward by Rod Griffiths, as Information.

CARRIED

Rod Griffiths left the meeting at 9:30 p.m.

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.
- Strategic Plan: Discussed the importance of dovetailing this Plan with the upcoming Infrastructure Study results.
- Bylaw 01-2020 – Municipal Development Plan: This bylaw was brought forward to have council familiarized themselves to again mesh with the Infrastructure results.

BUSINESS:

- a) CAO New Processes and Procedures for presenting information to Council.
 - The Action List will now be known as the Resolution List. A complete list showing all Resolutions over the current year will be presented to Council at each monthly regular meeting. All directions given to the CAO by Council should be done in a Resolution so that Council can monitor all requests.
 - The new Manager's Report will be a report of each weeks tasks that were undertaken by the CAO and presented in the Business Section of the Council Agenda as many of the completed tasks often fall within Village Business.
 - As discussed at the last Regular Meeting of Council (RES 005-2023) Rod Griffiths will attend quarterly meetings held in March; June; September; and December to update and provide Council with a quarterly financial report.
 - Councillor Berkholtz has asked the CAO through RES 006-2023 to ensure that she has approved and signed off each financial transaction for the previous month. This has been an on-going policy since Rod Griffiths started in August 2022. The CAO is asking how Councillor Berkholtz would like to receive this information? It could be verbally or if required I could bring the financials to the meeting for perusal of Council members.

- The quarterly meetings will provide Council with the following information and reports: Rod Griffiths Report; CAO Overtime with a determination of whether it is to be used as lieu time or paid out; a Chart outlining the Grants that the CAO has applied for.

Administration asked that Council present ideas and new practices they would like to see as we develop new practices, policy, and efficiency at the Village Office.

b) Committee of the Whole Meetings:

- Development;
- Financial;
- Infrastructure; and
- Protective Services.

Discussed having these meetings and beginning to set them up as another avenue to explore concepts in a much more structured and focused approach.

- c) UFA Playground Committee: A meeting is being planned for the near future.
- d) CAO Contract: further changes will be made.
- e) ISL Engineering Report Update: The public meeting and presentation to Council will be on Thursday, March 9 at 7:00 p.m. at the Recreation Centre.
- f) New Website: Beth Ogilvie continues creating a new web page for the Village.
- g) Camrose County Agreement for Collaboration Regional Fire Services Coordinator: The CAO attended a meeting with Camrose County, Bashaw, Bawlf and Rosalind on January 31 to discuss the new part-time position and the funding of this position. This position will be responsible for providing specialist advice to participating municipalities. Administration has recommended to Council that they endorse and become part of this Agreement ensuring that the long-term sustainability, viability, and the compliant operation of the Hay Lakes Fire Department.

RES 031-2023: Motion made by Councillor Patterson to have the Municipality proceed with this Agreement and have Mayor These and Administration sign this five (5) year contract.

- h) Sewer back-up issues on Main Street: discussed during the Public Works Report
- i) Resident Invoice for replacement of water line heat tape: this issue was discussed by Public Works Manager, Krystyn Pukanich, as she had direct knowledge of this matter. She had been approached by a resident to go onto the property and turn on the water to the residence. While she was doing this the service line going to the CC Valve broke and water was spraying from the CC Valve. The water was turned off and Krystyn began to repair the service line. Replacement of the whole service line was undertaken because of multiple repairs previously. The line was cut under the resident's mobile home without knowledge that a heat tape had been inserted to the line. The resident had not made the Village aware of this fact. This wasn't apparent to Public Works. Haugen's came in and replaced the service to the customer's home and the invoice for

this work was paid for by the Village. This customer then approached the Village with an invoice for reinstalling the heat tape. Council discussed this incident and have decided the invoice replacing the heat tape will be the responsibility of the resident as Public Works was not made aware that anything had been inserted to the service line. The Village bore the cost of the service line replacement to the home.

RES 032-2023: Mayor These moved that the invoice submitted by the resident to the Village Office will not be paid as the homeowner did not make it clear that anything had ever been inserted into the service line and therefore, Public Works did not realize to make a repair the line could not be cut.

CARRIED

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- j) Meeting Update to Council regarding the Old Creamery demolition. Administration had met with the property owner and discussed this matter. Council has concerns regarding the safety of the building. Administration is in contact with a surveyor to discuss the price of getting this property and the land from the foot of 3rd Avenue South to the drainage ditch. We will continue to discuss options and update Council at the next meeting.
 - k) Public Works Building and relocation of employees. Administration discussed the infrastructure findings regarding the Public Works Building. ISL Engineering has asked the CAO to remove the employees from the building as soon as possible. The Public Works Manager and her assistant have relocated their office to the CAO office in the administration building. Council is very concerned about the safety of the employees and has instructed that a sign be placed on the door of the building precluding anyone from entering and the equipment moved to the back lot of the building. Council also requested that cameras be set up to ensure no one vandalizes the equipment or attempts to enter the building.
 - l) Complaints: No formal complaints made to the office in February.

COMMITTEE REPORTS:

- a) Ag Society – Mayor These reported that the Ag Society is in the planning stages for a horseshow at the Multi-Use Building to be held on August 9th through the 11th this year. He also reported that hosting a Rodeo was not confirmed for this year.
- b) Assessment Review Board – Nothing to Report
- c) CRSWWSC (Water Commission) – Councillor Patterson reported that the next meeting is scheduled for Thursday, March 23, 2023, and at present there was nothing to report.
- d) Disaster Services – Nothing to Report
- e) Emergency Management Committee – Nothing to Report
- f) Go-East Regional Rural Tourism Committee – No meeting has been set.
- g) HARRB – Nothing to report currently.

- h) Hay Lakes Drainage District # 11 – Council has received an invitation to the Drainage District #11 Annual General Meeting being held on Tuesday, August 10, 2023, at 7:30 p.m. at the Agriplex Facility. Mayor These will attend.
- i) Hay Lakes Fire Department – Councillor Patterson reported that the Fire Department continues to answer all calls coming in.
- j) Hay Lakes Municipal Library Board – Ms. Ogilvie reported that the last meeting was cancelled because they didn't have quorum to make decisions. The next meeting has been scheduled for Wednesday, March 22, 2023, and will include the Friends of the Library Board.
- k) Hay Lakes School Parent Council Committee – Deputy Mayor Heinz related that the graduation is being set up and that it is a particularly small graduating class this year. The grad pictures have been booked at Telegraph Park for
- l) Intermunicipal Committee – No meetings have been called.
- m) OHS Safety Committee – Councillor Patterson reported that Krystyn had found several old procedures for Public Works and that the Committee will be going through those and updating them over the next several meetings.
- n) Parkland Regional Library Board – Mayor These will attend on Monday, March 6 at 10:00 a.m.
- o) Subdivision and Development Review Board – No appeals have been scheduled.
- p) Telegraph Park Committee – Deputy Mayor Heinz reported that the next meeting is scheduled for Wednesday, March 8 at 7:00 p.m. and this meeting will be held in the new area of the building.
- q) Recreation Centre Board – The AGM is scheduled for Wednesday, March 1, 2023.
- r) Regional Emergency Management Services Liaison – Nothing to be reported.
- s) Rural Crime Watch – Mayor These reported that no meetings have been scheduled since before COVID-19, being March 2020.
- t) UFA Playground Committee – Councillor Blanchard and Ms. Iva Halverson are setting up a meeting to discuss moving this project ahead. If this board would like the assistance of an Engineer in the planning and implementation of this project, administration has an engineer that is willing to take this project on with the Committee.

COMMITTEE OF THE WHOLE MEETINGS:

- u) Development: No meetings have been held by this committee, but Council continues to discuss development at every Council Meeting in some form.
- v) Financial: No meetings held.
- w) Infrastructure: On March 9th the public are invited to a Special Meeting of Council to hear the results of the Infrastructure Study directly from ISL Engineers.
- x) Protective Services: Nothing to Report

RES 033-2023: Moved by Mayor These to accept the Committee Reports as Information.

CARRIED

INFORMATION AND CORRESPONDENCE: Tabled to next meeting.

CONFIDENTIAL ITEMS: *Freedom of Information and Protection of Privacy Act* (s. 16 through 29)

Councillor Berkholtz asked Mayor These to go to close the meeting to the public.

RES 034-2023: Mayor These closes the meeting to the public at 10:52 p.m. under section 17(4)(f) of the *Freedom of Information and Protection of Privacy Act*.

Beth Ogilvie and Krystyn Pukanich left the meeting at 10:52 p.m.

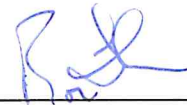
RES 035-2023: Mayor These opened the meeting to the public at 11:49 p.m.

ADJOURNMENT:

There being no further business of Council, Mayor These declared the meeting adjourned at 11:53 p.m.

Next Special Meeting of Council is scheduled for Thursday, March 9, 2023, p.m. in the Recreation Centre to present the findings of the 2022/2023 Infrastructure findings to Council and the Public.

Next Regular Council Meeting is scheduled for Monday, March 20, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood
Chief Administrative Officer