MINUTES OF THE REGULAR MEETING OF COUNCIL

OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA

HELD ON MONDAY, DECEMBER 19, 2022

IN THE HAY LAKES VILLAGE RECREATION CENTRE

PRESENT: Mayor These; Councillor Paige Berkholtz; Councillor Levi Blanchard; and Councillor Paul Patterson

ABSENT: Deputy Mayor Cliff Heinz

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Public Works Foreperson, Krystyn Pukanich

DELEGATES: CDSS Board Members, Lyndel Kasa, Executive Director & Alison Barker-Jevne, Villages Representative

PUBLIC PRESENT:

ORDER: The Meeting was called to order by Mayor These at 7:03 p.m.

RES 206-2022: AGENDA: Moved by Councillor Patterson to adopt the agenda as presented.

CARRIED

The CDSS Board is asking for support of the Village of Hay Lakes by requesting the annual portion from the Village of $3,225.53 and the provincial grant for the Village of Hay Lakes of $11,468 for a total of $14,693.53. Director Lyndel Kasa presented the annual statistics of the number of families and individuals that use some of the services that CDSS provides. Council acknowledged that the work this organization does adds a direct benefit to the Village of Hay Lakes and are happy to continue providing support.

RES 207-2022: Motion put forward by Mayor These to accept the budget put forward by the CDSS Board of Directors and pay $3,225.53 from the Village along with the provincial grant FCSS grant of $11,468 for a total of $14,693.53.

CARRIED

Lyndel Kasa and Alison Barker-Jevne left the meeting at 7:35 p.m.

It was thought that Fire Chief Bryce Wolfe might attend the meeting to discuss the new policies and the 2023 Budget that the Fire Department has put forward to the Village. He was not in attendance and although Council and Administration did discuss these issues the matters were tabled to invite Chief Wolfe formally to the meeting and have a full discussion.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON NOVEMBER 21, 2022:

RES 208-2022: Councillor Berkholtz motioned to adopt the Minutes of the November 21, 2022, Regular Minutes of Council as amended.

CARRIED

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

Council asked Public Works Manager, Krystyn Pukanich, to explain the miscommunication regarding the recent Boil Water incident. Ms. Pukanich let Council know that the team sent from QQR Mechanical was all new to the company and none of the members had been to the Hay Lakes Water Station before. They were unaware that the work required would mean that they needed to work in a confined space; therefore, they did not bring the appropriate gear needed nor the third person required to complete replacing the header. Because of this only the fire pump was installed, and the Boil Water was rescinded immediately as this did not require a total shut down of the water to the village. QQR will be returning sometime in late January or February to complete the header work and at that time we will need to shut down the water and this will result in a Boil Water Order. Ms. Pukanich told Council that QQR has been notified that we will need to work around the school’s exam schedule, and they will only be able to ‘shut down the water’ on a day the school is not in session already. They have agreed to this and have also stated that they would do the shut down of water through the night causing as little disturbance to the residents as possible. This will mean that the resident’s awaken to a Boil Water Order. Ms. Pukanich also let Council know that over Christmas she will be attending the Village on the statutory holidays to monitor water and snow removal as necessary.

RES 209-2022: Moved by Councillor Berkholtz to accept the Public Works report as information.

CARRIED

RES 210-2022: Councillor Patterson moves to have public works order 22 more grey garbage bins to be used as old bins require replacing.

CARRIED

MANAGER’S REPORT AND ACTION LIST: The Manager’s Report and Action List is presented by the Chief Administrative Officer.

RES 211-2022: Moved by Councillor Patterson to accept the Manager’s Report and the Action List as information.

CARRIED

FINANCIAL REPORT: Presented by CAO, Yearwood.

RES 212-2022: Moved by Mayor These to accept the Budgetary Control; the Capital Finances Acquired & Applied; and the report put forward by Rod Griffiths, as information.

CARRIED

RES 213-2022: Moved by Councillor Patterson to extend the Operating Budget of 2022 forward until the 2023 Budget is approved by Council.

CARRIED

Councillor Levi Blanchard joined the meeting at 7:57

BYLAWS/POLICIES:

Administration discussed the plan moving forward with the Villages Bylaws and Policies into 2023. There are many Bylaws and Policies that require attention and amendments, and administration is working on those currently. It is hoped that Council can meet in January to discuss and move forward some of these bylaws.

BUSINESS:

1. UFA Playground: This issue is becoming more urgent as we are required to begin the playground within one year of receiving the donation from UFA. Administration asked Council for permission to purchase one new piece of playground equipment and begin surveying and calculating the size of the playground to be able to order and have the rubber matting installed in Spring 2023. Councillor Blanchard will meet with CAO Yearwood to choose a piece of equipment and place an order. The location has not yet been determined as UFA has not responded to the Village on the relocation from Main Street. Councillor Berkholtz suggested that we have a lawyer look over the agreement and reach out to UFA on our behalf so we can settle that matter as soon as possible.
2. CAO Contract: Council has reviewed the Contract put forward and have one area that they wish the CAO to reconsider. This matter is a minor issue and the CAO will inform Council and before the end of 2022 so the Contract can come into effect on January 1st, 2023.

Krystyn Pukanich left the meeting at 8:38 p.m.

1. CAO Overtime: Council has agreed to pay the CAO any outstanding overtime for 2022.

RES 214-2022: Moved by Councillor Berkholtz to pay the outstanding overtime to the CAO before the end of 2022.

CARRIED

1. Gitzel & Company: Administration has received the contracts from Gitzel & Company to complete the 2022 audit. These must be signed and returned to Gitzel by January 2023.

RES 215-2022: Moved by Councillor Patterson to appoint Gitzel & Company as the Village of Hay Lakes Auditors for the 2022 Audit and signing of the contract presented by the Auditors.

CARRIED

1. Service Line Warranties: Council discussed this matter extensively and have decided to not approach this company because of the level of affiliation that they would want to have the Village approve. Council is concerned that if something goes wrong between a customer and Service Line Warranties that because the Village has agreed to endorse this company that the Village could be held responsible for any short comings the resident might have with the Warranty.

RES 216-2022: Councillor Blanchard moved to elect Option 3 from the Request for Decision submitted by Administration which is not to opt-in to this program.

CARRIED

1. Go-East Renewal: Brought before Council to extend the contract through 2023.

RES 217-2022: Motion made by Councillor Berkholtz to continue the contract with Go-East Edmonton for $1,200.00, as this tourism promoter brings people to Telegraph Park and the Village itself who might not otherwise visit this area.

CARRIED

1. NG9-1-1 & GIS: Administration explained that she met with Inspector Brisson and Communications Director Tanya Van Petten of the Camrose City Police Service to discuss this new 911 system. This is a system that is Canada wide and must be in place by 2024 across the country.

RES 218-2022: Councillor Patterson made the motion to have Mayor These sign the Next Generation 9-1-1 Local Government Service Agreement with Telus Communication Inc. and return the Agreement to Telus.

CARRIED

1. Shelley Phillips – Business Owner: Administration related the information that Ms. Phillips would like to bring in a small Green-House business to the Village. She is interested in opening this with a small café and gift shop attached. Council is very interested and will encourage any development like this. Ms. Phillips has certain requirements and those are:

* A site that is at least 2 acres in size;
* Zoned Residential/Commercial (as the Phillips want their house to be on the same property;
* Good quality water.

Council has requested the following from Ms. Phillips:

* A meeting with Council;
* A business plan with a drawing of the site as she sees it being set up; and
* Some sort of timeline that she sees this being completed;
* Amount of water she projects being used if she needs to use Village water.

Administration will attempt to set up a meeting that is mutually agreeable to both parties sometime in January 2023.

1. Telus Business Agreement (Wi-Fi in the Recreation Centre) : Mayor These has asked Council to agree to having Telus set up Wi-Fi in the Recreation Centre.

RES 219-2022: Moved by Councillor Patterson that Administration move forward and ensure that Wi-Fi is set up in the Recreation Centre within the next month.

CARRIED

1. “Light up the Night Contest”: Council made the difficult decision to award the Annual Best Decorated House. We had several homes that out did themselves with the wonderful Christmas light displays but were only able to pick one winner. The prize of the final utility billing of the year being on the Village goes to the homeowners at #9, 4th Avenue South.
2. Complaints: We received 5 complaints in the office this month:

* Snow removal at a resident’s address near their driveway: this was address right away by public works;
* Coyote on School Property: Alberta Wildlife Management was contacted by administration and Rural Bylaw Officer, Wayne Nyback, attended at the school to speak to their administration;
* Two different complaints regarding dogs continually barking: Both owners contacted and Rural Bylaw to follow-up on Thursday, December 22; and
* Complaint about a dog being tied outside in extreme cold weather conditions: spoke to a friend of the owner that reassured village staff that the dogs in fact have a heated space to retreat to when they need. Also assured that this owner is very fond of his pets and ensures their safety and wellbeing is addressed.

1. 2023 Renewal of Employee Benefits Plan: presented to Council as information.
2. 2021 Municipal Indicators Report: Report submitted to Municipal Affairs was discussed with Council as information.

COMMITTEE REPORTS:

1. Infrastructure: Nothing to report.
2. Protective Services: Nothing to report.
3. Fire Department Report: Continue to attend call outs for both fire and motor vehicle accidents; 2023 Budget submitted to the Village for approval;
4. Development: Nothing to report.
5. HARRB: Nothing further to report.
6. Ag Society: David Fong attended the Village on December 9, 2022, to inspect the Ag Building and the Recreation Centre. He found no serious issue to report.
7. Library: No meeting was held in December, but the board is ready to meet again in January;
8. Telegraph Park: Nothing to report – still no meeting scheduled;
9. Recreation Committee: Meets again in February;
10. Parent School Council: No meeting in December – nothing to report.
11. Rural Crime Watch: Nothing to report.
12. Water Commission: Nothing to report and the Commission to meet again in the new year;
13. Go-East Regional Rural Meeting: Council approved the payment to advertise Telegraph Park and the Village this way;
14. OHS Safety Meeting: Councillor Patterson reported to Council that OHS Safety Committee continues to meet on a monthly basis and has made some significant contribution to the organization and safety of staff;
15. UFA Playground Committee: Have not met please see detail of discussion above in item a) of Business.
16. Hay Lakes Drainage District – Nothing to report.

RES 220-2022: Moved by Councillor Berkholtz to accept the Committee Reports as Information.

CARRIED

INFORMATION AND CORRESPONDENCE:

The Information and Correspondence file was circulated to each Council Member to review on their own.

RES 221-2022: Moved by Councillor Berkholtz to accept the Information and Correspondence as information.

CARRIED

ADJOURNMENT:

There being no further business of Council, Mayor These declared the meeting adjourn at 10:00 p.m.

Next Regular Council Meeting is scheduled for Monday, January 16, 2022, at 7:00 p.m. in the Hay Lakes Recreation Centre.

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Mayor These

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K. Shannon Yearwood

Chief Administrative Officer