

MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA
HELD ON MONDAY, AUGUST 21, 2023
IN THE HAY LAKES VILLAGE RECREATION CENTRE

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

ABSENT: Councillor Levi Blanchard

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Krystyn Pukanich; Beth Ogilvie; Rod Griffiths

DELEGATIONS: Mr. Ronald Henschell; Ms. Shelley Phillips

PUBLIC PRESENT:

CALL TO ORDER: Mayor These called the meeting to order at 7:01 p.m.

ADOPTION OF THE AGENDA:

RES 123-2023: Moved by Councillor Berkholtz to adopt the agenda as amended.

CARRIED

DELEGATION PRESENTATION: Mr. Ron Henschell wanted to get the opinion of Council regarding bringing an older home into the community. He has a house that was a family home on his acreage on the outskirts of Edmonton. His family came from the Hay Lakes area and this is a way he feels he can help out a family by moving in the home and selling it for a reasonable price. There are currently no lots available that Council or Administration is aware of that are for sale in the R2 zone of town. Administration has been asked to mail a copy of the Land Use Bylaw to Mr. Henschell so he can familiarize himself with the setbacks and other possible encumbrances.

Shelley Phillips came to Council to meet with them and introduce herself and her idea that perhaps one day she would like to move to Hay Lakes and start a small garden centre business. She is interested in purchasing two (2) to three (3) acres from the Village of the land located at the foot of Main Street and adjacent to RR 215. Council has discussed the fact that this property has been previously earmarked for future development. Ms. Phillips showed council a map that outlined the area that would meet the requirements to operate a business in the Village.

RES 124-2023: Councillor Berkholtz moved to have administration work with Camrose County Development Officer, Anjah Howard, and begin to develop a new area structural plan for the property east end of Main Street bordering RR 215 considering future expansion that considers this business.

CARRIED

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

RES 125-2023: Moved by Councillor Patterson to adopt the Regular Meeting Minutes of Council held on Monday, July 17, 2023, as presented.

CARRIED

PUBLIC WORKS REPORT: Public Works Manager, Krystyn Pukanich, reported to Council and several items were discussed. Ms. Pukanich related to Council that a long-term resident had stopped her and asked about the Village taking down four (4) spruce trees that line the boulevard. His concern was that these tree's root system were growing directly into the foundation of his home. Council did discuss this issue and requested that administration contact an arborist to come and assess this situation. If this was the case could administration find it in the budget to have the tree causing the problem to be removed.

RES 126-2023: Deputy Mayor Heinz moved that administration would have an arborist attend Mr. Lofgren's property to assess the root system and see if it is in fact causing a problem by growing into the homeowner's foundation. If it is found that this is the case, it will be left to the CAO to find that money in the budget to have the tree and/or trees removed as this is an unbudgeted item in the 2023 budget.

CARRIED

Krystyn also discussed with Council that some resident's have put the sump drainage into the back alleys throughout the Village. This is causing an erosion issue on different alleys within the municipality. Administration will investigate a bylaw on this issue and report back to Council at the next regular meeting in September.

RES 127-2023: Deputy Mayor Heinz moved that the Public Works Report be accepted as presented.

CARRIED

MANAGER'S REPORT WITH RESOLUTION LIST AND ACTION LIST: Shannon Yearwood presented the Manager's Report and both the Resolutions and Action Lists to Council.

RES 128-2023: Moved by Councillor Patterson that the Manager's Report and the Resolution and Action Lists be accepted as presented.

CARRIED

QUARTERLY (FINANCIAL) REPORT: Rod Griffiths presented the 2nd Quarterly Financial Report. He informed all present that all the utilities, taxes, and finances to the end of June were in balance. He also relayed that he is currently working on the end of month report for July. The next quarterly report will be presented at the September meeting of Council.

RES 129-2023: Moved by Deputy Mayor Heinz that the 2nd Quarter Financial Report covering the period of April 1, 2023, to June 30, 2023, be accepted as presented.

CARRIED

5-YEAR CAPITAL PLAN: Rod Griffiths presented the 5-Year Capital Budget to Council. Mr. Griffiths explained to Council the difficulty in preparing this budget and the reasons that we need to remain flexible while implementing the budget. He went on to clarify that by passing this budget the Village would be meeting the legislated requirements set out in the *Municipal Government Act* and because this is a living document it could be refined and changed as we move forward depending on the financial circumstances of the Village at any time.

RES 130-2023: Councillor Patterson moved to accept the 5-Year Capital Budget as presented.

CARRIED

FINANCIAL POLICY:

Because of the time Council decided to move the Financial Policy forward on this agenda so that Rod Griffiths could remain and be part of this discussion before leaving the meeting.

28-2023 – Unbudgeted Expenditure Policy: This policy was presented to Council and explained by Mr. Griffiths. This policy is required by the *Municipal Government Act* section 248(1). Once discussed by Council the policy was put forward for resolution.

RES 131-2023: Deputy Mayor Heinz moved to have Policy 28-2023 – Unbudgeted Expenditure Policy accepted as amended immediately.

CARRIED

29-2023 – Telegraph Park Financial Policy: At the last meeting of Council, Councillor Berkholtz requested that administration bring forward a policy pertaining to Telegraph Park Financials. This policy was presented at this meeting. Council discussed this policy with administration and the following resolution was put forward.

RES 132-2023: Moved by Councillor Berkholtz that Policy #29-2023 – Telegraph Park Financial Policy be accepted as presented.

CARRIED

01-2023 – Tangible Capital Assets: The Tangible Capital Assets Policy is put in place to recognize the assets, to determine the carrying amounts, amortization charges and identify any related losses. Once this policy was discussed it was put forward for resolution.

RES 133-2023: Councillor Berkholtz moved that the Tangible Capital Assets Policy be accepted as presented.

CARRIED

RES 134-2023: Mayor These moved that Council close the meeting to the public under section 17 of the *Human Resources Freedom of Information and Protection of Privacy Act* at 9:06 p.m.

CARRIED

Shannon Yearwood left the meeting at 9:07 p.m.

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

Krystyn Pukanich left the meeting at 9:40 P.m.

RES 135-2023: Mayor These moved that Council re-open the meeting to the public at 9:47 p.m.

CARRIED

Shannon Yearwood rejoined the meeting at 9:48 p.m.

BUSINESS REPORT: Because of the lateness of the hour Administration asked Council to consider four business matters for resolution as these are considered time sensitive.

ICF Agreement with Camrose County: The Intermunicipal Collaboration Framework originally signed in December 2018 is now up for renewal. Camrose County has asked for a resolution from Council regarding this agreement and whether Hay Lakes is content with the Agreement remaining in place or if any changes are required. Council discussed this Agreement which was made before the current council was in place.

RES 136-2023: Deputy Mayor Heinz motioned that the Council of Hay Lakes mutually agrees with Camrose County Council that there are no substantive issues that need discussion regarding the renewal of the Intermunicipal Collaboration Agreement originally dated December 11, 2018. The only change that is requested is that Camrose County update the email address used for the Village of Hay Lakes from haylakes@syban.net to office@villageofhaylakes.com.

CARRIED

Camrose County FCSS Association Funding Agreement: Paul King sent a request that Council review the funding agreement between the County and Camrose District FCSS Association for future funding. After some consultation the CAO reported that essentially CDSS has changed the name from CDSS (Camrose and District Support Services) to FCSS (Camrose & Area Family and Community Support Services) going forward. This new Agreement will reflect the provincial agreement that defines how much money each municipality will provide to the Society, the services that the Society will need to deliver, the financial accounting required by the Society to the funding partners and the reporting on activities and outcomes of that Society as a result of the monies received. The new funding agreement is a five (5) percent increase in the share that

each municipality gives to the Society. Meaning it is a five (5) percent increase in the amount budgeted to the former CDSS Association.

RES 137-2023: Moved by Deputy Mayor Heinz that the Village of Hay Lakes agrees to provide an increase in funding to the new Camrose & Area Family and Community Support Services (FCSS) in the amount of five (5) percent.

CARRIED

Bylaw Enforcement – Order to Remedy Dangerous and Unsightly Property:

The property legally described as Lot 1; Block 3; Plan 805BI was discussed by Council. The main concerns being the unsightliness of the property and the danger of fire posed by the current condition. Council was unanimously clear in their direction to have this matter handled by Rural Bylaw following the *Municipal Government Act* s. 545.

RES 138-2023: Mayor These moved to have Rural Bylaw notified that Council has agreed to have this matter resolved by way of section 545 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and that administration is to contact Rural Bylaw and notify them of this decision.

CARRIED

Fuels Plus Development Permit: Fuels Plus needs a Development Permit for the upcoming upgrade that the owner is making to his business. Because this is a commercial venture the CAO asked the Camrose County Development Officer to look at his application and plans. On August 16th, the office received an email from Ms. Howard stating that looking at the application and plans she could not see anything that would prohibit this upgrade. In her opinion she recommended that we could go ahead and issue a permit but she recommended getting a resolution from Council acknowledging this development and their approval of it.

RES 139-2023: Moved by Mayor These that the Development Officer move forward to approve and issue the development permit for Fuels Plus.

CARRIED

FURTHER BUSINESS TABLED:

Staff Reviews: Tabled

CAO Vacation Time: Tabled

Letter to Minister Wilson: Tabled

Records Management: Tabled

Complaints: Tabled

BYLAW & POLICY:

OHS Policy: Tabled to Monday, August 28, 2023.

Village of Hay Lakes Policy: Tabled to Monday, August 28, 2023, at the Continuation Meeting.

COMMITTEE REPORTS: Table to the Continuation Meeting scheduled for Monday, August 28, 2023.

INFORMATION AND CORRESPONDENCE: Tabled to Monday, August 28, 2023.

CONFIDENTIAL ITEMS:

RES 140-2023:

At 10:07 p.m. Mayor These made the motion to close the meeting to the public.

CARRIED

Beth Ogilvie left the meeting at 10:07 p.m.

RES 141-2023: Mayor These moved that Council close the meeting to the public under section 17 of the *Human Resources Freedom of Information and Protection of Privacy Act* at 9:06 p.m.

At 10:53 p.m. Mayor These opened the meeting to the public once again.

CARRIED

ADJOURNMENT: There being no further business of Council, Mayor These declared the meeting adjourned at 10:54 p.m.

The next Meeting of Council is a continuation meeting to complete the tabled items of this agenda is scheduled for Monday, August 28, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood
Chief Administrative Officer

MINUTES OF THE CONTINUATION MEETING OF COUNCIL
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA
HELD ON MONDAY, AUGUST 28, 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: Beth Ogilvie

PUBLIC PRESENT: No Public Present

CALL TO ORDER: Mayor These called the meeting to order at 7:02 p.m.

ADOPTION OF THE AGENDA:

RES 142-2023: Moved by Mayor These to adopt the agenda as presented.

CARRIED

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, AUGUST 21, 2023: Moved to later in the meeting for Councillor Berkholtz's input by Deputy Mayor Heinz.

Councillor Blanchard arrived at the meeting at 7:10 p.m.

BUSINESS ITEMS CONTINUED FROM AUGUST 21, 2023:

Wet Well Re-Construction Meeting with ISL Engineering: Administration gave Council the email regarding the wet-well replacement with quotes from ISL Engineering. The CAO will be reaching out to the engineer to try and get a better understanding of the breakdown of costs.

Staff Reviews: Reported that these reviews will be completed in the next two weeks.

CAO Vacation: Taking the week of September 3rd to September 9th inclusively.

Letter to Minister Wilson: Council has asked CAO to write a fourth letter to Mr. Wilson to be signed by all members of Council.

Councillor Berkholtz arrived in the meeting at 7:18 p.m.

Document Destruction: Council is aware that administration is currently going through all the files and culling the documents that can currently be destroyed. The list of documents ready for destruction was put before Council.

RES 143-2023: Councillor Patterson moved that the documents listed on the record presented to Council, could be sent for destruction (shredding) as the Retention and Scheduling of Municipal Records Guide has been followed.

CARRIED

Complaints: Public Works and Administration related to Council the current complaints of residents mostly being dogs barking, dogs defecating in public areas and residents property. A reminder will be sent out with the water bills to be a responsible dog owner. We have also had some complaints regarding a younger person in a vehicle driving too quickly and making of excessive noise. The parents have been made aware of this situation. The Order to Remedy Dangerous and Unsightly Property has been sent to the owner via registered mail for the property at Lot 1; Block 3; Plan 805BI as discussed in the first meeting held on August 21, 2023.

ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, AUGUST 21, 2023: The minutes of the Regular Meeting of Council held on Monday, August 21, 2023, were circulated and discussed.

RES 144-2023: Moved by Councillor Berkholtz to adopt the Regular Meeting Minutes of Council held on Monday, August 21, 2023, as presented.

CARRIED

BYLAW & POLICY:

OHS Policy:

Policy 17-2023 – General Rules Safety Policy: This policy was reviewed by Council and after some discussion accepted by council as presented.

RES 145-2023: Moved by Deputy Mayor Heinz to accept the General Rules Safety Policy as presented.

CARRIED

Policy 18-2023 – Safety Enforcement Policy: Council reviewed and approved this Policy.

RES 146-2023: Councillor Blanchard moved to have the Safety Enforcement Policy accepted as presented.

CARRIED

Policy 19-2023 – Cell Phone Usage Safe Work Practice Policy: Council reviewed and discussed this Policy.

RES 147-2023: Councillor Patterson moved to have Cell Phone Usage Work Practice Policy accepted as presented.

CARRIED

Policy 20-2023 – Assignment of Responsibilities and Accountability for Safety Policy: Council reviewed and approved this Policy.

RES 148-2023: Mayor These moved to have the Assignment of Responsibilities and Accountability for Safety Policy accepted as presented.

CARRIED

Policy 21-2023 – Environment Policy: Council reviewed and approved this Policy.

RES 149-2023: Councillor Blanchard moved to have the Environment Policy accepted as presented.

CARRIED

Policy 22-2023 – Legislation Policy: Council reviewed and approved this Policy.

RES 150-2023: Councillor Patterson moved to have the Legislation Policy accepted as presented.

CARRIED

Policy 23-2023 – Spill Prevention and Management Policy: Council reviewed and approved this Policy. It was also noted that Public Works Manager, Krystyn Pukanich, authored this policy.

RES 151-2023: Deputy Mayor Heinz moved to accept the Spill Prevention and Management Policy as presented.

CARRIED

Village of Hay Lakes Policy:

Policy 24-2023 – Violence Policy: This policy was initiated by Councillor Berkholtz. Council reviewed and approved this Policy.

RES 152-2023: Councillor Berkholtz moved to accept the Violence Policy as presented.

CARRIED

COMMITTEE REPORTS:

- a) Ag Society – Mayor These reported public works can go ahead and remove the dead trees on the Ag Society's property.
- b) Assessment Review Board – Nothing to Report
- c) CRSWWSC (Water Commission) – The next meeting of the Commission is scheduled in September.
- d) Disaster Services – Nothing to Report
- e) Emergency Management Committee – Nothing to Report
- f) Go-East Regional Rural Tourism Committee – Councillor Berkholtz let Council know that no meetings have been scheduled and that no events have been brought forward for advertising on the Go-East Website.
- g) HARRB – Nothing to report until October.
- h) Hay Lakes Drainage District # 11 – Nothing new to report
- i) Hay Lakes Fire Department – Councillor Patterson related that the last two business meetings have been cancelled due to members being away on holidays.
- j) Hay Lakes Municipal Library Board – Will meet again in September
- k) Hay Lakes School Parent Council Committee
- l) Intermunicipal Committee – No meetings have been called.
- m) OHS Safety Committee – the Safety Committee continues to go over Safety Policy and will be putting forward policies for Council approval as documented above in the minutes.

- n) Parkland Regional Library Board – Nothing to Report
- o) Subdivision and Development Review Board – No appeals have been filed.
- p) Telegraph Park Committee – The August Meeting for Telegraph Park was cancelled by the Chairman, Rick Dale.
- q) Recreation Centre Board – Meets again in September.
- 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 – No report and the committee will meet again in September.

RES 153-2023: Moved by Councillor Blanchard to accept the committee reports as information.

CARRIED

COMMITTEE OF THE WHOLE MEETINGS: No Committee of the Whole Meetings have been scheduled. But Council members discussed the reasoning of having these meetings brought forward and since no Committee of the Whole Meetings have ever been scheduled for this Council should we just move these meeting into the regular committee meetings section. Administration explained that the Committee of the Whole Meetings were fundamentally different to the Regular Committee Meetings as on those Committees the Council Member is there for that Committee to voice any concerns they want raised with Council. The Committee of the Whole Meetings are only called to address specific areas and are made up solely of Council members. Although a Committee of the Whole Meeting has not been called during this Council's tenure that does not mean there will never be a need for one. These Committees will be discussed at the Organizational Meeting of Council in October until then they will be removed from the agenda.

- 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 circulated and discussed with Council.

RES 154-2023: Moved by Mayor These to accept the Information and Correspondence as information.

CARRIED

ADJOURNMENT: There being no further business for the Council, Mayor These declared the meeting adjourned at 7:42 p.m.

The next Meeting of Council is scheduled for September 18, 2023, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood
Chief Administrative Officer


