

MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE VILLAGE OF HAY LAKES IN THE PROVINCE OF ALBERTA  
HELD ON MONDAY, OCTOBER 17, 2022  
IN THE HAY LAKES VILLAGE RECREATION CENTRE

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

ABSENT: Councillor Paige Berkholtz

MUNICIPAL RECORDER: Shannon Yearwood

VILLAGE EMPLOYEES: Public Works Foreperson, Krystyn Pukanich

DELEGATES: Fire Chief Bryce Wolfe and Cathy Marusak

PUBLIC PRESENT:

ORDER: The Meeting was called to order by Mayor These at 7:45 p.m.

RES 174-2022: AGENDA: Moved by Councillor Patterson to adopt the agenda as presented.

CARRIED

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RES 175-2022: Mayor These motioned to adopt the Minutes of the September 19, 2022, Regular Minutes of Council as presented.

CARRIED

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Bryce Wolfe arrived at the meeting at 7:50 p.m.

Chief Wolfe addressed Council on behalf of the fire department. He acknowledged that Sherry is no longer with the Village and that he wanted to continue enjoying a good working relationship with council and administration. He was assured that both administration and council that this is our wish also. We will continue submit all reports to Camrose County on behalf of the fire department to ensure continued payment for services. We also went on to discuss the departments budget and setting aside money each year to have available funds for the purchase of a new truck. Mayor These inquired about the purchase of new overhead doors for the fire hall. Chief Bryce Wolfe to council that the doors have been investigated and they are close to being installed.

Chief Wolfe left the meeting at 8:24 p.m.

PUBLIC WORKS REPORT: The Public Works Report is presented by Public Works Manager, Krystyn Pukanich. Krystyn discussed the ongoing work being completed by public works. Barry and Jordan have been working together filling the cracks in our roads and they are just finishing this yearly task. She continues to work with ISL to ensure that the infrastructure study continues forward in an efficient manner. We also talked about equipment required by public works and the priority of needs. Councillor Blanchard has agreed to help public works in choice of equipment when we are establishing the 2023 Budget which will be started in the next month.

RES 176-2022: Moved by Councillor Blanchard to accept the Public Works report as information.

CARRIED

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

RES 177-2022: Moved by Deputy Mayor Heinz to accept the Manager's Report and the Action List as information.

CARRIED

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FINANCIAL REPORT: Presented by CAO, Yearwood.

RES 178-2022: Moved by Councillor Patterson to accept the Budgetary Control; the Statement of Financial Position (Balance Sheet); and all memos and reports put forward by Rod Griffiths, as information.

CARRIED

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Administration discussed moving the payroll system out of office to ADP a national payroll service provider. This would allow the CAO and the Deputy CAO to take on the filing of GST on a quarterly basis. Currently, the auditors file our GST on an annual basis and moving this to quarterly will help with cash flow throughout the year.

RES 179-2022: Councillor Patterson moves to have payroll for the Village of Hay Lakes sourced out to ADP, a National Payroll Service moving this specialized financial task out of office.

CARRIED

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Krystyn Pukanich, Public Works Manager leaves the meeting at 9:57 p.m.

BYLAWS/POLICIES:

Policy: Policy 01/2022 – Snow Removal Policy

RES 180-2022: Motion made by Councillor Blanchard to adopt Policy 01/2022 – Snow Removal Policy as amended.

CARRIED

Policy 02/2022 – Working Alone Policy

RES 181-2022: Moved by Councillor Patterson to adopt Policy 02/2022 – Working Alone Policy as presented.

CARRIED

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Bylaw 07-2022 – Municipal Borrowing Bylaw

RES 182-2022: Mayor These motions to give Bylaw 07-2022 – Municipal Borrowing Bylaw First Reading be given and that the public hearing for this Bylaw be held at the next Regular Meeting of Council on Monday, November 21, 2022, at 7:00 p.m. at the Hay Lakes Recreation Centre.

CARRIED

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Bylaw 08-2022 – Redistricting Bylaw was discussed as well as the importance of having an open house as soon as able to allow the residents of the Village to express any concerns regarding the redistricting of this piece of land and the possible relocation of the UFA Playground. Council decided that an information sheet will be sent to all residents in the Village outlining the proposal and informing them that an open house will be held in the new year.

BUSINESS:

- a) Cathy Marusak wanted to establish what responsibilities the Recreation Board had regarding the safety and checking of the emergency equipment (fire extinguishers/exit lighting/suppression systems etc.) that are in the Recreation Centre. It was established that Ms. Marusak (or any future caretaker) would continue to be responsible to manage the annual safety inspection for the building. Councillor Patterson wanted the Rec Committee to know that the Public Works Manager would be going into the centre to ensure the fire extinguishers are primed and ready for use once per month. While doing these checks Ms. Pukanich would be required to initial the tag on each fire extinguisher to acknowledge the date of the check. Public works will be responsible to do this in every Village owned building. In the meantime, the office and public works will be working to make any corrections that the City of Camrose Inspector noted on his reports so that he can come back to the Village to ensure those changes have been complied with.
- b) UFA Playground: Discussed with Redistricting Bylaw and materials given to Councillor Blanchard.
- c) MAP Review: Updated Council on progress to date.
- d) CCTV Option to Camera Sewers: The CAO discussed the various options presented by ISL Engineering to have the sewer lines camera and cleaned. Council determined that they would prefer Option 1 thereby CCTV all pipes not previously done, plus all those in fair and good condition. Any pipes that were completed in 2014 and determined in 'bad condition' have been excluded.

RES 183-2022: Motion by Deputy Mayor Heinz to accept Option 1 and have Camtrac complete the flush and CCTV Inspection; Transport and Dispose of the Solids; and then have ISL review the results and produce a report for a total cost of \$35,300.00.

CARRIED

- e) Telegraph Park Agreement: Administration has made all changes requested by Council and has spoken to Chairman Rick Dale to ensure he agrees with those changes.

RES 184-2022: Councillor Patterson made a motion to accept and sign the redrafted Telegraph Park Agreement.  
CARRIED

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- f) Remembrance Day Planning for Event: This annual event always draws many people from the Community. Discussion to determine which Council Members and Administration Staff will be taking part and which roles need to be filled to plan and organize the event. Deputy Mayor Heinz is taking the lead in the organization of this event. Bringing back the good-will luncheon that was so popular before COVID was also discussed. We will look at this again next year as we need to establish volunteers and just what has changed regarding health and safety restrictions that have changed since 2019 for this type of gathering.
  - g) Service Line Warranties: On September 6, 2022, an email from Service Line Warranties of Canada was received. CAO has attached information to this package of material. From looking through this package I would recommend that council implement this program for the residents of Hay Lakes. Benefits to residents and municipalities include:
    - Educates homeowners and reduces local officials' frustration;
    - No cost for municipalities to participate;
    - Affordable rates for residents;
    - Increases citizen satisfaction.

Council has asked administration to investigate the average cost per household to partake in this program.

- h) Fortis Alberta Franchise Fee Riders: discussion on raising the franchise fee or leaving it at nine (9) percent.

RES 185-2022: Motion made by Councillor Patterson to leave the franchise fees at nine (9) percent for 2023.  
CARRIED

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- i) Fortis Purchase of Armena Rural Electrification Association: council discussed this issue, and a vote will be held at the Hay Lakes Recreation Centre on October 20<sup>th</sup>.
  - j) Local Authority Loans: Council and administration determined that no borrowing will occur this year.
  - k) Complaints: Nil at present.

Cathy Marusak left the meeting at 10:23 p.m.

#### COMMITTEE REPORTS:

- a) Infrastructure: Awaiting the conclusion of the Infrastructure Study.
- b) Protective Services: Nothing to report
- c) Fire Department Report: Attending medical and fire calls on a continuous basis.
- d) Development: Nothing to report

- e) HARRB: The budget that HARRB is working with has been greatly reduced. The Committee is working to finalize the payments to each recipient.
- f) Ag Society: Hosting a dinner at the Recreation Centre on Saturday, October 22, 2022. This event will focus on mental health and will include a keynote speaker, dinner, music, and a cocktail bar.
- g) Library: Separating the Canada Revenue Agency Business Number from the Hay Lakes Municipal Library Business Number.

RES 186-2022: Motion made by Mayor These that the Village of Hay Lakes Library Board (the Village with business number 2940120-RP001) and the Village of Hay Lakes Board (Hay Lakes Municipal Library Board with business number 2940120-RP002) are legal and financial separate organizations, and the Village of Hay Lakes Council and the Hay Lakes Library Board request that Canada Revenue Agency provide separate business numbers for the Village and the Library Board.

CARRIED

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- h) Telegraph Park: The Agreement between the Village and the Park Committee has been approved for signing.
  - i) Recreation Committee: The renovation of the lounge area is almost complete and does look wonderful. Cathy Marusak was present to speak about the Safety Inspection completed by Jeff Knopf, Fire and Safety Educator of the Camrose Fire Department and a Building Inspector from the City of Camrose on September 9, 2022, with Councillor Patterson. Please refer to Business a) for an explanation.
  - j) Parent School Council: Mayor These attended the last meeting on behalf of Councillor Heinz.
  - k) Rural Crime Watch: Nothing to report.
  - l) Water Commission: No meeting until November.
  - m) Go-East Regional Rural Meeting: The annual general meeting is taking place on October 24, 2022, at Metis Crossing in Smoky Lake County. Neither of our representatives will be able to attend.
  - n) OHS Safety Meeting: Councillor Patterson reported on the safety inspection updates and addressed Ms. Marusak's questions. Councillor Patterson has asked administration to have 3 complete sets of keys made for each Village owned building.

RES 187-2022: Moved by Deputy Mayor Heinz to accept the Committee Reports as information.

CARRIED

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INFORMATION AND CORRESPONDENCE:

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

RES 188-2022: Moved by Councillor Blanchard to accept the Information and Correspondence as information.

CARRIED

CONFIDENTIAL ITEMS:

RES 189-2022: Moved by Mayor These to close the session to the public at 10:34 p.m. under section 17 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

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RES 190-2022: Mayor These made a motion to open the session to the public at 10:44 p.m. in accordance with the *Freedom of Information and Protection of Privacy Act*.

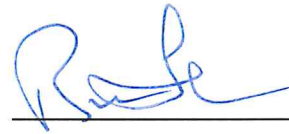
CARRIED

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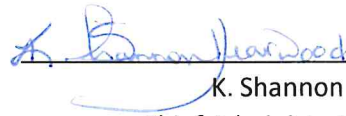
ADJOURNMENT:

There being no further business of Council, Mayor These declared the meeting adjourn at 10:45 p.m.

Next Regular Council Meeting is scheduled for Monday, November 21, 2022, at 7:00 p.m. in the Hay Lakes Recreation Centre.



Mayor These



K. Shannon Yearwood  
Chief Administrative Officer