

**VILLAGE OF HUGHENDEN
REGULAR MEETING
ADMINISTRATIVE OFFICE
August 18, 2015**

- Call to Order:** The Regular Meeting of the Village of Hughenden was held in Council Chambers at the Administration Office, Hughenden, Alberta on Tuesday, August 18, 2015 and was called to order by Mayor Lee Van Koughnett at 7:00 p.m.
- Present:** Mayor Lee Van Koughnett, Deputy Mayor Marje Swelin, Councillor David Griffith
- Also Present:** CAO Lawrence Komaransky, WTP/PW Mark Wight
- Agenda**
M.B. # 15/434
- ADDITIONS/DELETIONS TO THE AGENDA
NEW BUSINESS
10c) Outdoor Washroom Devonian Park
- Moved by Clr. David Griffith, **THAT** the Agenda with the addition of item 10c) Outdoor washroom in Devonian Park be approved.
-Carried-
- Minutes**
M.B. # 15/435
- Moved by Mayor Lee Van Koughnett, **THAT** the Minutes of the Regular Meeting of July 28, 2015 be approved as presented.
-Carried-
- Reports**
- FCSS PROVOST** - There was nothing new to report on FCSS Provost at the meeting.
- PSCHF – HILLCREST LODGE – Bellkirk Villa** – There was nothing new to report on Bellkirk Villa at this meeting.
- PROTECTIVE SERVICES REPORT** – The Protective Services Report was accepted for information.
- E911** – There was nothing new to report on E-911.
- EMERGENCY MANAGEMENT** – There wasn't anything new to report on Emergency Measures.
- LIBRARY** – There wasn't anything new to report on Hughenden Public Library.
- WEST RECREATION COUNCIL**– There wasn't anything new to report on West Recreation Council.
- HUGHENDEN AG SOCIETY** – There wasn't anything new to report on the Hughenden Ag Society.
- CEMETERY** - There wasn't anything new to report regarding Lakeview Cemetery.
- WASTE MANAGEMENT AUTHORITY** – There wasn't anything new to report on Waste Management Authority.

GRANTS – There wasn't anything new to report on Grants.

LGAA – There wasn't anything new to report on LGAA.

AUMA/AMSC – There wasn't anything new to report on AUMA/AMSC.

CAO REPORT – CAO reported that there was a meeting with Pamela and Patricia Mackie on Friday, August 21, 2015 at 11:00 am.

WTP/PW REPORT – Fall cleanup day and draining the second cell of the lagoon were discussed. Fall cleanup day will be Saturday, October 3, 2015 and draining of the lagoon will begin on Tuesday, September 22, 2015.

**Reports, Financial &
Other M.B. # 15/436**

Moved by Mayor Le Van Koughnett, **THAT** all reports including the Financial Reports, Budget Report, Cheque Listing, CAO Report and WTP/PW Report be accepted and approved as presented.

-Carried-

Correspondence

All the correspondence was accepted for information.

**Lots 1&2, Block 13,
Plan 8721664
M.B. # 15/437**

Moved by Deputy Mayor Marje Swelin, **THAT** the Village of Hughenden proceed with development of Lots 1&2, Block 13, Plan 8721664 into a RV storage area and that the CAO proceed with securing prices for fencing and gravel.

-Carried-

**Unightly and
Health Concern
Properties**

The CAO was instructed to contact Alberta Health in Wainwright and get more information regarding whether the Village or Alberta Health can do anything with the properties that have health concerns.

**Water Treatment
Plant Upgrade**

WTP/PW Foreman was instructed to order the necessary 6 inch water meter and 6 inch butterfly valve and see if an alternate source can be found for VFD controllers.

**Devonian Park
Washroom/Toilet**

CAO was to look into getting a toilet that was in better condition for Devonian Park.

**Policies &
Procedures Manual
M.B. # 15/438**

Moved by Mayor Lee Van Koughnett, **THAT** Council accept and endorse the Council Commitment to move ahead with the Organizational Enhancement Toolkit – Municipal Government Edition.

Our Organization has chosen to provide staff at all levels, including Council, with the Organizational Enhancement Toolkit – Municipal Government Edition. This resource has been customized to reflect the requirements associated with governing, managing and operating our municipality. It was developed with the input and guidance of Council, management and staff working within a municipal environment. Council and management share INTERACTIONS HR Solutions Inc.'s vision for the workplace and as such have adopted an accountability-centered approach to staff and organizational development.

This tool is intended to help set our organization up for success! Over time, we hope that the context provided in this manual includes everything that is required to support you in your role. Please assist our organization in continuously updating the content to ensure its accuracy.

-Carried-

**Public Works and
Utilities Job
Description
M.B. # 15/439**

Moved by Mayor Lee Van Koughnett, **THAT** the Village of Hughenden approve in principal the Public Works and Utilities job description and partial policies and procedures portion of the Policies and Procedures manual. These are to reviewed by the CAO and Public Works and Utilities before final insertion in the manual.

-Carried-

**Lane Closure Bylaw
487-15 M.B. # 15/440**

Bylaw 487-15 Lane Closure Bylaw was introduced to Council.

Moved by Mayor Lee Van Koughnett, **THAT** Bylaw 487-15 to provide for Closure of Laneway be given First Reading.

-Carried-

**Speed Zone Bylaw
488-15 M.B. # 15/441**

Bylaw 488-15 a Bylaw to provide for the establishment of a speed zone on McTavish Street was introduced to Council.

Moved by Mayor Lee Van Koughnett, **THAT** Bylaw 488-15 Establishing a Speed Zone on McTavish Street be given First Reading.

-Carried-

Moved by Clr. David Griffith, **THAT** Bylaw 488-15 Establishing a Speed Zone on McTavish Street be given Second Reading.

-Carried-

Moved by Mayor Lee Van Koughnett, **THAT** Bylaw 488-15 Establishing a Speed Zone on McTavish Street be introduced for third and final reading at this meeting.

-Carried Unanimously-

Moved by Deputy Mayor Marje Swelin, **THAT** Bylaw 488-15 Establishing a Speed Zone on McTavish Street receive Third Reading and **THAT** it be finally passed this day in Council and **THAT** the Mayor and Chief Administrative Officer be authorized and instructed to sign same and affix thereto the corporate seal of the Village of Hughenden.

-Carried-

Confidential

Mayor Lee Van Koughnett moved the meeting go '*In Camera*' at 9:10 pm. To discuss personnel issues.

Mayor Lee Van Koughnett moved the meeting come '*Out of Camera*' at 10:00 p.m.

Adjournment

Mayor Lee Van Koughnett adjourned the meeting at 10:00 pm.

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER