



**A Regular Council Meeting was held in Council Chambers at 7:00 PM
on Tuesday, September 19, 2017**

PRESENT: Mayor Lee Van Koughnett, Deputy Mayor Marje Swelin, Councillor David Griffith

ABSENT:

STAFF PRESENT: Richard A Lavoie CAO, Mark Wight Public Works Foreman, Swana Pelletier. PW Water

OTHERS PRESENT: Shari-Anne Doolaege (Strategic Steps), Ed Reynen, Brian Cooper Fire Chief

1.0 CALL TO ORDER **1.1 MEETING CALL TO ORDER:**
Mayor Van Koughnett called the meeting to order at 7:00 pm.

2.0 AGENDA **2.1 CONSIDERATION OF AGENDA**
RES 659-17 **No additions or deletions**
Moved by Deputy Mayor Marje Swelin
"THAT the Agenda be approved as presented."

CARRIED

3.0 MINUTES **3.1 MINUTES APPROVAL**
RES 660-17 **Moved by Councillor David Griffith**
"THAT the minutes of the July 18th, 2017 Regular Council Meeting be adopted as presented."

CARRIED

6.0 REPORTS **6.1 HUGHENDEN FIRE DEPARTMENT**
Fire Chief Brian Cooper presented the fire department report. There were 9 calls in August. 1 false alarm, 2 medical call outs and 2 grass fires. The Fire department "Bush truck" was involved in an accident hitting a deer and it is estimated the repairs will be around \$7,000.00. (Insurance claim) The department has back up trucks in place and the fire chief indicated to council that he doesn't feel this will affect service moving into October. This unit was only used for grass fires primarily.

6.2 FCSS PROVOST
Councillor David Griffith attended the meeting on September 18 2017. Nothing significant to report. FSCC Board were going to change the next meeting date after the election.

6.3 PSCHF – HILLCREST LODGE – BELLKIRK VILLA
Deputy Mayor Marje Swelin reported (1) new tenant moved into Bellkirk Villa and they have one move prospect. Amisk has (3) vacancies while Czar has (2) vacant units. Next meeting is set for October 2, 2017 and Swelin will attend.

6.4 PROTECTIVE SERVICES REPORTS
The Peace Officer's Report for September 2017 was accepted for information purposes.

6.5 WEST FIRE AND RESCUE COMMITTEE
Councillor David Griffith reported nothing new on West Fire and Rescue Committee.

6.6 E-911 REPORT
Councillor David Griffith reported no meeting held in September 2017.

6.7 LIBRARY
Deputy Mayor Marje Swelin reported a meeting was held on September 18, 2017. Minutes were reviewed and will form part of the council package next meeting. The Library Board are looking for a donation from the Village of Hughenden and the formal letter will also form part of the next councillor's package.



6.8 WEST RECREATION COUNCIL

Mayor Lee Van Koughnett reported that this board only meets twice a year and there were no meetings held in August 2017.

6.9 HUGHENDEN AG SOCIETY

Mayor Lee Van Koughnett reported they have secured a caretaker/ice maker and ICE will be going in on September 24, 2017. No formal meeting to be held in September 2017.

6.10 LAKEVIEW CEMETERY

BYLAW # 480-14 states that council as a whole is the Lakeview Cemetery committee. At this point this committee does not meet on a regular basis. It is reported that there is a fund of \$660.00 in donations sitting in the bank account which will need to be allocated at a future council meeting.

6.12 GRANTS

CAO Richard A. Lavoie reported there were no grants in the pipeline at this point but he will work towards reviewing the MSI capital budget and determine what is allocated to the Village of Hughenden. Report expected to be presented in October 2017.

6.13 WASTE MANAGEMENT AUTHORITY

Mayor Lee Van Koughnett is the delegate on this committee and reported there were no meeting in September.

6.12 PW/WTP REPORT

The PW/WTP Foreman made a couple of comments verbally regarding items in his submitted report. Mark Wight requested council to consider moving him to the FTE position being a 40 hours work week. Mr. Wight provided figures in the 2017 salary budget actuals versus plan to support his position. CAO Richard Lavoie guided council to place this request in the agenda to "In Camera Session" as item 12.7 FOIP and it can be discussed later in the meeting. Mayor Lee Van Koughnett agreed and added this item to the agenda.

6.13 CAO REPORT

The CAO report was submitted to Council. Mayor Lee Van Koughnett welcomed Richard Lavoie to the village chambers and is looking forward to working with him in the future.

**7.0 FINANCIAL
REPORTS
RES 661-17**

7.1 7.2 7.3 FINANCIAL REPORTS

Moved by Deputy Mayor Marje Swelin

"THAT Council accept the Bank Reconciliation for August 31, 2017, the Cheque Log as of September 14, 2017, the Actual versus Plan Budget and Tax Report as of September 14, 2017 as presented." No discussion held on this matter. Moved by Councillor Dave Griffith.

CARRIED

**8.0
CORRESPONDENCE**

8.1 CORRESPONDENCE

Hughenden Public School submitted a letter requesting continued support for "Wildcat Wall of support" for the upcoming 2017-2018 season. Council as whole discussed the options however could not remember the level of support given in past years. As such, they asked the CAO to review it and bring it back to the next meeting if needed.

9.0 OLD BUSINESS

9.1 2017 MSI CAPITAL GRANT

Tabled by Mayor Lee Van Koughnett

Council as a whole discussed item 2 of the capital budget project submitted last meeting in August. Item 2 pertains to the Kubota RTV C/W attachments for a proposed \$38,000. At the August meeting, council decided to table this motion to the September meeting. Mayor Lee Van Koughnett indicated this decision should be made by the NEW council after the election and as such made a recommendation to re-table this motion.



9.2 WATER SEWER RATE REVIEW FOR THE MD OF PROVOST

Tabled by Deputy Mayor Marge Swelin

Council as a whole discussed the rates accorded the MD Shop for water usage and the motion brought forward in August 15, 2017 meeting. Mayor Lee Van Koughnett indicated this is probably not the best time to pass this motion and it might be best that the new council review this motion after the election. As reported by past CAO Lawrence Komaransky, he compiled a few examples of other municipalities for review by council. As reported, there is no meter at the MD shop so exact usage cannot be tracked unless a meter was installed. As discussed, the rate payers in Hughenden don't feel it is fair that a large shop pay the same as a residential property. It was discussed that the School pays \$700.00 per month as another large user. **No decision was made at this meeting.**

**9.0 MSI CAPITAL
PROJECTS**

9.1 2016 CAPITAL PROJECT Curb & Gutter Rydberg Street

Council reviewed the quote from Olsen Construction Ltd in Wainwright and discussed a few work order changes reported by Public Work Foreman Mark Wight. Rounded rolled curb will be poured versus square. The Village will purchase cold mix from the MD of Provost roughly \$2,000.00 to complete the project. It is reported that some cost savings will be incurred with the roll curb and with the changes implied that the final invoice should be very close to budget. It is reported the project will be wrapped up by the end of the month. Council were happy with the work and that it stayed in budget.

**10.0 NEW BUSINESS
RES 662-17**

10.1 2017 VILLAGE OF HUGHENDEN INSURANCE PACKAGE

A brief discussion ensued regarding the cost of insurance for the upcoming cycle. Councillor David Griffith indicated that council reviewed this report in detail last year and based on this review, all is in order. Other Councillors agreed.

Moved by Mayor Lee Van Koughnett

"THAT the Village of Hughenden pay the insurance invoice for the upcoming year."

CARRIED

10.2 ENBRIDGE CHEQUE PRESENTATION SEPTEMBER 19 2017

CAO Richard Lavoie reported that Bill Hansen attended Town Hall at 11:00am to present a cheque for \$5,000 on behalf of Enbridge to go towards a future community project. CAO reported to council that it might be a good opportunity to seek out a matching grant to double it prior to a decision on how to spend it. Hold cheque for future reference.

10.3 LEGACY ESTATE SUBDIVISION PROPERTY TAXES REVIEW

CAO Richard Lavoie reported to council that the developers were looking for copies of the calculation figures on lots within the sub division. Subsequently, council was provided with the email for review. The next step is to meet with the rate payers to review the calculations and subsequent emails to make sure all the figures are correct. It is reported by CAO Richard Lavoie that this meeting should take place within the next 30 days. It is suggested that the past CAO made an error in these calculations and the rate payer is looking for a refund in the range of 500-600 dollars.

UNDER REVIEW

10.4 MUNICIPAL AUDIT UPDATE SHARI-ANNE DOOLAEGE

Mayor Lee Van Koughnett asked Ms. Doolaege if she could provide council with an update on timeframes and expectations going forward. Ms. Doolaege responded that she was present for the council meeting as an "observer only" and had nothing to add at this time.

10.5 NOTIFICATION OF MUNICIPAL ELECTION SEPTEMBER 18 2017

CAO Richard Lavoie reported to council that he opened the office Monday September 18, 2017 from 10:00am to Noon to accepted nominations. Subsequently, 6 candidates filed papers to run in the 2017 Municipal elections to be held October 16, 2017.



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10.6 FORTIS ALBERTA ELECTRICAL SYSTEM FRANCHISE AGREEMENT
CAO Richard Lavoie reported to council that the annual franchise agreement with Fortis Alberta pertaining to our rates we levy our rate payers is up for review. Today, we sit at 5% and examples were provided to council if the Village of Hughenden looked at increasing same to 7% or 10% and how this would affect the franchise fee paid to the village.

RES 663-17 Moved by Mayor Lee Van Koughnett to increase the fee to 6% for 2017-2018.

RES 664-17 Move discussion on this matter ensued. After much debate, Mayor Lee Van Koughnett withdrew his motion.

Moved by Councillor David Griffith to leave the Franchise fee at 5% for 2017-2018.

CARRIED

11.0 BY-LAWS

11.1 BY-LAWS

None

**12.0 CONFIDENTIAL
ITEMS IN
CAMERA
FIOP ACT
SECTION 27**

**12.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT RSA
2000 CHAPTER F-25 SECTION 27(1) (A)**

Moved by Mayor Lee Van Koughnett to call a short recess at 7:38 pm
Moved by Deputy Mayor Marje Swelin to re-open the meeting 7:49 pm
Moved by Councillor David Griffith to go into Camera at 7:50 pm.

12.2 MUNIWARE TRAINING QUOTATION \$ 4,700.00

12.3 CONSULTANT AGREEMENT PROVOST BOOKKEEPING SERVICE

**12.4 GROUP BENEFIT PLAN AUMA MANAGEMENT EMPLOYEE & REGULAR
MUNICIPAL EMPLOYEE EFFECTIVE SEPTEMBER 1 2017**

12.5 CAO LIEU DAYS UPDATE

12.6 REQUEST FOR CASUAL MUNICIPAL EMPLOYEE 8 HOURS PER WEEK

12.7 REQUEST FROM PUBLIC WORKS FOREMAN MOVE TO 40 HRS/WEEK

Moved by Councillor David Griffith to come out of Camera at 8:24 pm.

RES 665-17	<p>Moved by Councillor David Griffith NOT to accept the training quotation for \$4,700.00 from Muniware Services at this time.</p> <p align="right">CARRIED</p>
RES 666-17	<p>Moved by Mayor Lee Van Koughnett to enter into a contract agreement with Provost Bookkeeping Service at \$200.00 per day. Contract days will be left to the discretion of the CAO to provide appropriate training over the next 4-6 months.</p> <p align="right">CARRIED</p>
RES 667-17	<p>Moved by Deputy Mayor Marje Swelin to accept the Group Benefit Plan for the village employees proposed by AUMA as per schedules provided to councillors including setting up an RRSP plan for all municipal employees as per schedules provided. Rates and benefit package is similar to the past provider.</p> <p align="right">CARRIED</p>
RES 668-17	<p>Moved by Councillor David Griffith to accept the CAO Days in lieu at 6 days for training completed in June 2017. Days will be reported quarterly. Next report December 2017. CAO will continue to work overtime hours unpaid as per contract.</p> <p align="right">CARRIED</p>



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RES 669-17	<p>Moved by Mayor Lee Van Koughnett to establish a casual employee position to assist in the office based on 2 hours per day and 4 days per week. Subsequently, the CAO is authorized to complete this process in the following order. Step 1: Contact the Hughenden School to determine if a student can be engaged under the work experience program. If this step fails, Step 2: Advertise this position on the web site, face book and newspaper to build a list of candidates. From the list, the CAO is charged with hiring a successful casual employee.</p> <p style="text-align: right;">CARRIED</p>
RES 670-17	<p>Moved by Mayor Lee Van Koughnett to TABLE the request from the Public Works Foreman for FTE 40 hours per week at this time. As discussed, this should be a decision made from the NEW elected officials post October 16, 2017 General election. CAO indicated there is not a formal motion on the floor but the minutes will reflect the desire to show this as tabled so it can come forward under old business at the next meeting in Camera.</p> <p style="text-align: right;">AGREED/CARRIED</p>
ADJOURN RES 671-17	<p>Moved by Councillor David Griffith 8:41 pm to adjourn this meeting</p> <p style="text-align: right;">CARRIED</p>
	<p>September 19, 2017</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">RICHARD A LAVOIE CAO</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">LEE VAN KNOUGHNETT MAYOR</p>