



**A Regular Council Meeting was held in Council Chambers at 7:28 PM
on Tuesday, October 24, 2017**

PRESENT: Mayor Jeanette Ruud, Deputy Mayor Amber Griffith, Councillor Doug Chambers

ABSENT:

STAFF PRESENT: Richard A Lavoie CAO, Mark Wight Public Works Foreman.

OTHERS PRESENT: Ed Reynen.

1.0 CALL TO ORDER

1.1 MEETING CALL TO ORDER:

Mayor Jeanette Ruud called the meeting to order at 7:28 pm.

**2.0 AGENDA
RES 674-17**

2.1 CONSIDERATION OF AGENDA

Additions or deletions: Add 10.0 MUNIS 101 training

Moved by Deputy Mayor Amber Griffith

“THAT the Agenda be approved as presented.”

CARRIED

3.0 MINUTES

3.1 MINUTES APPROVAL

Prepared and Presented by CAO Richard A. Lavoie.

CAO contacted a municipal adviser as to procedure when there are no returning elected officers. Subsequently, minutes are prepared, presented with no motion or resolution.

3.1 BUSINESS ARISING FROM THE MINUTES

Hughenden Public School submitted a letter last meeting requesting continued support for the “Wildcat Wall of Fame” for the upcoming 2017-2018 season. CAO explained this is an annual donation which the village has supported in past years. Council discussed it.

RES 675-17

Moved by Deputy Mayor Amber Griffith to donate \$250.00 to the Hughenden Public School to support the “Wildcat Wall of Fame” for the 2017-2018 season.

CARRIED (2-1)

VOTES RECORDED

Mayor Ruud & Deputy Mayor Griffith “in Favor” Councillor Chambers “Oppose”

6.0 REPORTS

6.1 Hughenden Fire Department

Nil Report.

6.2 Provost R.C.M.P. Constable Kaschl 8:00pm Delegate.

Report on stats provided.

Mr. Kaschl did not show up for the meeting.

CAO will reschedule it for November 2017.

6.3 FCSS Provost

Meeting minutes from September 18, 2017 provided to council.

6.4 PSCHF – Hillcrest Lodge – Bellkirk Villa

Meeting minutes from October 2, 2017 provided to council.

6.5 Protective Services Reports

The Peace Officer’s Report for September 2017 was accepted for information purposes. 31 Minutes tracked. Mayor Ruud indicated she would like to see more presents in Hughenden. Next meeting with Mr. Green we can discuss options.

6.6 West Fire and Rescue Committee

No meeting held in September 2017.



6.7 E-911 Report

No meeting held in September 2017.

6.8 Village of Hughenden Library

Regular meeting held September 14, 2017

Minutes provided for review.

6.9 West Recreation Council

No meeting held in September 2017.

6.10 Hughenden Ag Society

No meeting held in September 2017.

6.11 Lakeview Cemetery

No meeting held in September 2017.

6.12 Grants

CAO Richard A. Lavoie reported there were no grants in the pipeline at this point.

2017 MSI Capital Grant has not been file yet as projects need to be ratified.

Mayor Ruud indicated there are grants available including Enbridge which is easy to file.

6.13 Waste Management Authority

No meeting held in September 2017.

6.14 PW/WTP Report September 18, 2017 – October 24, 2017

PW/WTP Foreman Mark Wight presented his report to council and made comments on activities happening in Hughenden.

Demolition of 9 Rydberg from the fire was completed this week and property is ready to go for development. As reported, it is unclear if owner is rebuilding.

6.13 CAO Report

CAO Richard Lavoie presented his report to council.

Resolution 669-17 approved in the September meeting which dealt with a request for a casual employee at the village office to cover clerk duties has not been acted upon. CAO Richard Lavoie reported that plans are being placed on hold until more training can be completed on the Muniware system.

7.0 FINANCIAL REPORTS

7.1 7.2 7.3 FINANCIAL REPORTS

Council were provided with copies of the financial reports produced from prior meetings.

After discussions, council is requesting a more detail summary be provided for each meeting including balance sheet, Income & expense statement, bank statement, A/P, A/R a cleared deposit listing for period ending at month end. CAO made notes and will try to gather this data correctly for the next meeting. Also, the Tax Trial balance does not compute with timing of days and needs to be fixed via GL 300-210 & 300-211.

Furthermore, council wanted a meeting with auditor Brian King to discuss the 2016 financial statements and where we stand with capital grants. CAO will arrange Mr. King as a delegate for 1:15p m Tuesday November 21, 2017., the next council meeting.

RES 676-17

Moved by Deputy Mayor Amber Griffith

“THAT Council accept the Bank Reconciliation for September 30, 2017, along with the Cheque Log, the Actual versus Plan to budget and Tax Report as of October 10, 2017 as presented.”

CARRIED



8.0
CORRESPONDENCE

8.1 **CORRESPONDENCE**

Hughenden Public Library, Melanie Carson, submitted a letter requesting funding from the Village of Hughenden for building improvements pertaining to electrical issues more outlets and better lighting. Council discussed the ownership of this premises and asked the CAO to make sure this is correct. CAO will review and report back to Deputy Mayor Amber Griffith prior to the next Library board meeting.

9.0 OLD BUSINESS

9.1 **2017 MSI CAPITAL GRANT**

CAO Richard Lavoie reported to council on the last three month's activities relative to the 2017 MSI Capital grant program. Resolution 653-17 passed on August 15, 2017 encompassed three major capital projects while the 4th project for the Kubota Tractor was discussed and put on hold/abled. New council discussed options for the 2017 Capital projects and decided to rescind resolution 653-17 until they can discuss the matter with the auditor, Brian King. As discussed, future projects will need joint participation with the administration staff and council to make sure all capital needs are addressed and prioritized over the next 4 years. It was suggested the 2017 & 2018 MSI capital grant can be completed jointly but will need to be reviewed.

RES 677-17

Moved by Councillor Doug Chambers

"THAT this council has decided to RESCIND resolution 653-17 in it's entirety including item 2, the Kubota RTV C/W attachments for a proposed \$38,000.

CARRIED

Deputy Mayor Griffith requested a short recess at 9:00 pm, granted by Mayor Ruud.

Meeting called back to order at 9:07pm by Mayor Ruud.

9.2 **WATER SEWER RATE REVIEW FOR THE MD OF PROVOST**

Councillor Doug Chambers declared a conflict of interest on the next topic and left the meeting at 9:08pm.

CAO Richard Lavoie reported to council on the last three month's activities relative to the RFD (Request for Decision) 17-08-15 f. presented to council August 15, 2017. This RFD pertains to the water & sewer rate levied the MD 52 shop located in the Village of Hughenden. Council discussed the history of this RFD along with the relationship we hold with the MD of Provost. It was decided to DEFEAT this RFD as presented subject to all the information provided by the CAO Richard Lavoie.

RES 678-17

MOTION by Mayor Jeanette Ruud

"THAT Council from the Village of Hughenden DEFEAT the Request for Decision on the proposal/review to amend the water of sewer rate for the MD Shop.

CARRIED

Councillor Doug Chambers return to council chambers at 9:13pm.

9.3 **2017 MINIMUM MUNICIPAL TAX LEGACY ESTATES**

CAO Richard Lavoie reported to council on the last three month's activities relative to the issues regarding calculations made on 7 vacant lots known as Legacy Estates. An RFD (Request for Decision) was prepared to highlight the details on these calculations and as such to request a \$600.00 reversal back to the ratepayer. Council reviewed the RFP and advised that since this is deemed an administration error that no motion is required and requested the CAO Richard Lavoie to make the correction accordingly.



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9.4 2017 MUNICIPAL INSPECTION REPORT

CAO Richard Lavoie reported to council that we received an email from Shari-Anne Doolaeye on October 24, 2017. Letter indicates that the municipal inspection report for the Village of Hughenden is now complete and has been submitted to the Minister for consideration. Shari-Anne Doolaeye will return to Hughenden to present her report at a later date once the Minister provides his recommendations.

9.5 ENBRIDGE CHEQUE \$5,000.00 SEPTEMBER 19 2017

CAO Richard Lavoie reported that Bill Hansen from Enbridge attended Town Hall on September 19, 2017 to present a cheque for \$5,000 on behalf of Enbridge to go towards a future community project. CAO reported to council that at this point, no project has been tagged for this donation. CAO recommended we place the funds into a GIC for future consideration. Council discussed the donation and a motion was presented.

RES 679-17

Moved by Councillor Doug Chambers

“THAT the donation for \$5,000.00 be placed in our general account at this time.”

CARRIED

10.0 NEW BUSINESS

10.1 MUNIS 101 TRAINING

CAO Richard Lavoie to assist councillors to book this training if required. Contact Leanne Anderson EOEP Registrar 780-989-7431. It is reported that CAO Richard Lavoie & Mayor Jeanette Ruud will attend Vermilion on November 27, 28, 2017. It is reported that Deputy Mayor Amber Griffith is on stand-by to attend Lacombe on November 4, 5, 2017. It is reported that Council Doug Chambers is looking at going to Camrose on October 30, 31, 2017.

11.0 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 Deputy Mayor Amber Griffith to go into Camera at 9:41 pm.

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

12.3 STAFFING UPDATES

Moved by Councillor Doug Chambers to come out of Camera at 10:23 pm.
No motions were required coming out of camera.

**13.0 ADJOURN
RES 680-17**

Moved by Councillor Amber Griffith 10:25 pm to adjourn this meeting

CARRIED

October 24, 2017

RICHARD A LAVOIE CAO

JEANETTE RUUD MAYOR