

MINUTES OF MONDAY, MARCH 30, 2020 AT 5:00 PM
REGULAR MEETING OF THE HYTHE VILLAGE COUNCIL HELD AT
THE GLAS HOUSE, HYTHE

Present: Mayor Brian Peterson
Deputy Mayor Hewitt
Councillors: Sandra Miller
Ed Smith
CAO: Leona Hanson
Recording Secretary: Leona Hanson
Regrets: Councillor Bill Guise

1. Mayor Peterson called the meeting to order at 5:06 p.m.
2. Adopt Meeting Agenda
MOVED by Councillor Smith to adopt the meeting agenda. **CARRIED 03/20/64**
3. Minutes of the March 16, 2020 Regular Council Meeting
MOVED by Councillor Miller to approve the minutes of the March 16, 2020 regular council meeting. **CARRIED 03/20/65**
4. Business Arising from the Minutes.
No Business Arising from the Minutes.
5. Delegations
No delegations
6. Operations Update
 - a. COVID-19 Updates provided for Council:
 - i. GPREP – Local State of Emergency has been reviewed and renewed on a weekly basis by the Board. The ECC remains activated. The Directors of Emergency Management (DEM) continue to hold daily telephone meetings. Provincial – Multiple telephone meetings are being held to provide updates to DEMS, Mayors, and Municipalities on the ongoing COVID-19 situation. The Provincial Government has announced funding programs, deferral considerations and as extended multiple reporting deadlines for municipalities.
Federal – The Federal Government has announced income support programs for qualifying individuals and businesses.
 - ii. Village Response Plan
The Village’s Business Continuity Plan remains in effect with no disruption to essential service noted. All Village of Hythe buildings and facilities remain closed to the public and staff are working onsite and remotely as manageable. The Village’s FCSS Support Service has been well received with deliveries of food, supplies, and pharmacy to people in need within the Hythe area (Village and County). Four (4) volunteers have come forward to assist staff with deliveries and the Hythe Fire Department is providing additional assistance where needed including deliveries. Daily communication through the Village website and facebook helps to keep residents and businesses informed.
 - b. Budget Update
 - i. Closed Session – HR
MOVED by Councillor Miller to go into Closed Session at 5:44 p.m. **CARRIED 03/20/66**
MOVED by Councillor Smith to go out of Closed Session at 6:03 p.m. **CARRIED 03/20/67**
 - ii. Budget Update
Administration continued to look for options to reduce costs. Administration presented a draft budget with each line item reviewed and considered for consideration and further amendment by Council. Due to the COVID-19

situation Council discussed possible financial implications for the Village. Council had significant discussion around options for deferral and/or penalties of property taxes and utilities. Council will review further at a future meeting.

Equipment Disposal

MOVED by Councillor Smith to dispose of (sell) the gravel truck allowing for replacement with an enclosed steamer trailer pending sale of the gravel truck.

CARRIED 03/20/68

Administration provided an update on the Tri-Municipal Agreement regarding the shared ownership of equipment between the three municipalities (Hythe, Beaverlodge, Wembley). As per previous discussion the equipment is no longer required and disposing of the equipment is recommended.

MOVED by Deputy Mayor Hewitt to obtain a price evaluation on all equipment and sell all pieces of equipment held in shared ownership through the Tri-Municipal Agreement and provide the partner municipalities with first right to purchase any piece of equipment.

CARRIED 03/20/69

7. Business & Information

a. Utility Bylaw 552

Council reviewed the Utility Bylaw that was based on the previously approved utility fee model that incorporates infrastructure fees for all utility services provided by the municipality.

MOVED by Deputy Mayor Hewitt to approve First Reading

CARRIED 03/20/70

MOVED by Councillor Smith to approve Second Reading

CARRIED 03/20/71

MOVED by Mayor Peterson to move to consider Third Reading

CARRIED UNANIMOUSLY 03/20/72

MOVED by Councillor Miller to approve Third Reading

CARRIED 03/20/73

b. Beirsto & Associates Engineering

i. Roads Improvement Program Tender Package – Updated

The roads/streets improvement tender was updated and reviewed by Council with two project options considered as per design work provided by Beirsto & Associates Engineering

MOVED by Mayor Peterson to tender the roads/streets improvement program with as detailed.

CARRIED 03/20/74

c. Borrowing Bylaw – Roads Capital Project. No action taken.

d. Subdivision & Development Process. Council requested that Administration review the existing bylaws and bring back any recommendations for amendments for Council consideration.

8. Correspondence Received for Information

a. STARS – Letter of Appreciation and Thanks received for information

b. Reading File – received for information

9. Meetings Attended and Members' Business

Councillor Smith – no meetings attended, no new business

Deputy Mayor Hewitt - no meetings attended, no new business

Councillor Miller – Library meeting attended. Decision made to lay off staff with the closure of the Library to the public.

Mayor Peterson – Weekly GPREP Board meeting attended via tele-conference with approval to renew the State of Local Emergency.

10. Closed Session

MOVED by Councillor Miller to go into closed session at 8:45 p.m.

CARRIED 03/20/75

a. Contracts

i. ICF

MOVED by Councillor Miller to go out of closed session at 9:26 p.m.

CARRIED 03/20/76

11. Adjournment

MOVED by Deputy Mayor Hewitt that the Village of Hythe Council Meetings will start at 4:00 p.m. until further notice. **CARRIED 03/20/77**

MOVED by Councillor Smith that the meeting be adjourned. **CARRIED 03/20/78**

Time of adjournment was 9:29 p.m.

Mayor

Chief Administrative Officer