

JANUARY 21, 2019

Present:

Deputy Mayor Craig Hewitt

Councillors: Sandra Miller

Bill Guise

CAO: Greg Gayton

Assistant CAO: Leona Hanson

Regrets: Mayor Brian Peterson

Councillor Ed Smith

1. The meeting was called to order by Deputy Mayor Hewitt at 5:50 PM.
MOVED by Councillor Miller to adopt the Agenda with the following additions: 7 (g) Library Board Appointment. **CARRIED 01/19/09**

2. Minutes of the January 7, 2019 Regular Council Meeting

MOVED by Councillor Guise that the minutes of the January 7, 2019 Regular Council Meeting be approved as presented. **CARRIED 01/19/10**

3. Business Arising from the Minutes of January 7, 2019
Councillor Miller inquired about posting community events on the Village's website and Facebook page. She was encouraged to provide information to the office for sharing with the Community.

As per communication received from Mayor Peterson, CAO Gayton confirmed that items have been followed up on as noted: Enforcement Services meeting being planned with the County of Grande Prairie, request made to the Fire Chief for a report on false alarms, correspondence sent to property owner.

4. Representation
 - a. Cindy Lockhart, Municipal Accounting Clerk, provided interim financial statements to December 31, 2018 for Councils review (attachment). Clarification was provided on capital items pending. Conversion of the data within Muniware is continuing with good progress made to date. Staff are meeting in the coming week to discuss the capital projects, review GL categories, and alignment of areas of business for presentation of the financial information for Council. Further discussion with the Village's Auditors will form part of the presentation of information to ensure the Village is meeting the requirements of reporting to multiple parties (e.g., Council, Municipal Affairs, Canada Revenue Agency etc.).
 - b. Barry Evaskevich, Arena Manager, was not available to attend. CAO Gayton provided an update from the meeting Administration held with the Arena Manager earlier in the day. Of specific note is the condition of the arena floor polisher that requires new batteries with an estimated cost of \$800 per

battery. Although the cost for the batteries is high replacement was deemed the favorable option versus the alternative to replace the polisher at an estimated cost of \$9,000.

c. Teresa Boudreault, FCSS Coordinator, provided an annual (2018) FCSS Report for Council's information (attachment). Council raised questions regarding services being provided to residents outside of the immediate community service area (e.g., tax preparation to GP residents). Council requested that tracking of the type and residency for services being provided by FCSS be expanded. (Administration will work with Staff to develop a broader tracking template to be used by FCSS and the other business areas of the Village.) In addition, Council requested stats from FCSS for a comparison of year to year service delivery numbers (2016, 2017, 2018). It was shared that other service organizations are available at the Community Centre facility including Parent Link (Tuesdays) and Baby's Best Start (every second week). Council requested more information on the Play Castle program including stats (2017, 2018) to allow for a review of the program. As the FCSS Coordinator sits on the Board of the Community Centre where the FCSS Office is currently located, Council asked for an update to the letter Council sent to the Community Centre Board regarding snow removal and grounds maintenance (including mowing). Public Works will provide information regarding the grounds maintenance the Village provided for the Community Centre in the last year and Village representatives will meet with the Community Centre Board. For information, the FCSS Coordinator shared that the Community Centre Board meets on the 1st Thursday of the month and invited Council to attend a future meeting of the Board. Information was also shared that the Hythe Community Centre Society received grant funding to repair the roof. Council inquired to how the project would be managed and encouraged the Board to enlist appropriate project management and oversight on the project.

d. Greg Longson, Public Works Manager, provided an activity report for Council review (attachment). Details on three projects were reviewed with Council:

- i. Water House Upgrade – Culligan has confirmed it will submit a written estimate of the revised cost on the project by January 25, 2019.
- ii. Lift Station Upgrade – With the ongoing operational issues and costs associated with repairs Public Works presented a Lift Station Upgrade Quote from Northgate Electric for Council consideration.

MOVED by Deputy Mayor Hewitt to approve the Lift Station Upgrade as presented with an upper end cost of \$30,800.00 and apply to (1) Municipal Water Wastewater Partnership Fund and/or (2) MSI Capital (2019) as the source of funds for the project. **CARRIED 01/19/11**

- iii. County Connector – Bus route and progress update. PW Supervisor will put benches at bus stops. Public Works/Administration will research

costs/options for benches/shelters and bring back to Council for consideration, possibly in Grande Prairie they have used bus stops.

5. Meeting Attended

Councillor Miller - Library Board Meeting - January 16

The Library received a \$5,000 grant from Trans Canada Pipe. Councillor Miller will provide contact information and a thank you can be included in the next Village Newsletter. Administration will provide to the Library Manager: a summary of the in-kind contributions made to the Library and a formatting template to assist with preparing the annual operating budget for presentation back to Council.

Deputy Mayor Hewitt – Community Futures Strategic Planning – January 17

– County of Grande Prairie Meeting –

CAO Gayton – Meetings attended:

January 8th – Strategic Planning meeting

January 9th – Intermunicipal Collaboration meeting – County Office

January 15th – meeting with the pw staff – had them sign up for Small Communities Water Course

January 16th – Carley/Greg/Leona – reviewed some material from Strategic Plan

January 17th - FCSS budget meeting with Theresa Boudreault

January 18th – Coree Ladwig gave all the staff a briefing regarding transit

January 18th – Dana Lockhart came in to look at renovations

6.

6. Correspondence

a. Spencer and Alyssa Knapcik – Old Hythe Pool

Council was appreciative of the interest and ideas shared in the letter received.

MOVED by Deputy Mayor Craig Hewitt to send a letter thanking the Knapciks and share with them that Council is looking at various options for the old Hythe Pool structure and will include their ideas in the review as they reach out to the community **CARRIED 01/19/12**

b. AUMA Annual Membership Renewal

MOVED by Councillor Guise to renew the AUMA Annual Membership **CARRIED 01/19/13**

- c. Minister's Excellence Award
- d. Council expressed their interest in learning more about the types of projects that have been presented in the past. Staff will research this on the website.

MOVED by Councillor Miller to accept for information. **CARRIED 01/19/12**

7. Other Business & Information

- c. Public Participation Policies
Staff circulated some information on public participation policies, including samples from Mannville and Swan Hills.

MOVED by Deputy Mayor Hewitt to send the policy back to Administration for amendment to reflect the importance of communication, involvement, and the encouragement of participation with the community. **CARRIED 01/19/13**

- b. Water and Sewer Rates Survey
Council reviewed the comparative information provided by Administration in preparation for setting the annual budget. Recognizing the need to cover costs associated with the delivery of water and sewer, as well as remaining affordable and comparable are all factors in reviewing the utility rates.

MOVED by Deputy Mayor Hewitt to direct Administration to obtain additional comparative and usage data for presentation back to Council. **CARRIED 01/19/14**

- c. Office Renovations
Administration provided an overview of the need for dedicated office space for improved functionality and privacy. The design for the office renovation project was presented and Council provided additional insight.

MOVED by Councillor Guise to approve the office renovation and award the project to TNT Construction with a maximum overall cost of \$30,000. **CARRIED 01/19/15**

- d. Curling Club – Insurance
Council raised concern around the rising cost of insurance.

MOVED by Deputy Mayor Hewitt for Administration to seek quotes for the insurance through the Village's AUMA provider for future review. **CARRIED 01/19/16**

- e. Carley Friesen – Report
Council received the report for information and encouraged that the use of ice at the arena would continue to be pushed on a regional basis to use times open/available.
- f. Delegation Format for Council Meetings
Council provided additional information regarding meeting/delegate format and asked Administration to draft the next meeting for flow.

8. Other Matters (Council Members' Business)/CAO Report
Councillor Miller raised the topic of the process and requirements for potential member participation on Council appointed committees and boards. The ability to recruit and encouraging community members to be involved within a process was notably of high importance.

MOVED by Councillor Miller to direct Administration to research policies and procedures for recruiting/appointing members to Council appointed committees and boards and to report back Council. **CARRIED 01/19/18**

Deputy Mayor Hewitt requested a presentation regarding unsightly premises notices and fines and costs recovery be held.

Councillor Guise raised a concern with snow and ice removal (lack thereof) provided to resident homes under the care of the Pioneer Home. Supporting information on the 'Snow Removal Process' and a resident's letter were provided. As a result of the situation residents expressed concern for their safety as some were unable to leave their homes for several days and had limited to no access to exit the back door of their homes.

MOVED by Councillor Guise to send a letter of concern to the Pioneer Board regarding the snow removal (and ice) and express the importance of respect and care by ensuring a safe and secure living environment is maintained. **CARRIED 01/19/19**

9. **MOVED** by Deputy Mayor Hewitt to move In-Camera. **CARRIED 01/19/20**

10. **MOVED** by Deputy Mayor Hewitt to move out-of-Camera. **CARRIED 01/19/21**

11. **MOVED** by Councillor Guise adjourn the meeting. **CARRIED**
01/19/22

Time of adjournment was 10:07 p.m.