

MINUTES OF MONDAY, June 22, 2020 AT 4:00 PM REGULAR MEETING OF
THE HYTHE VILLAGE COUNCIL HELD AT THE GLAS HOUSE, HYTHE

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

1. Mayor Peterson called the meeting to order at 4:00 p.m.
2. Adopt Meeting Agenda
MOVED by Deputy Mayor Hewitt to adopt the meeting agenda with the following additions:
 8. b.i. Alberta Capital Finance **CARRIED 06/20/149**
3. Re-Zoning Public Hearing: On behalf of the Village of Hythe, Scott Purich, Planner with the County of Grande Prairie presented the re-zoning application for Lot C, Block 1, Plan No. 872-2786, Pt. SE-13-72-11-W6.
Council received input from the Development Group and discussed concerns raised about adequate parking for the proposed facility. Scott Purich and Stuart Wright with the County of Grande Prairie Planning Department responded to the questions and indicated that additional parking options were being discussed with the developer and the matter could be brought back for Council consideration during the sub-division process. A recommendation to approval the re-zoning request changing the zoning designation from urban reserve to institutional presented.
MOVED by Councillor Miller that first reading to be given to re-designate 0.69 hectares (1.70 acres) of Pt. NE-13-72-11-W6 from an Urban Reserve (UR) District to an Institutional (I) District. **CARRIED 06/20/150**
MOVED by Councillor Guise that second reading be given to re-designate 0.69 hectares (1.70 acres) of Pt. NE-13-72-11-W6 from an Urban Reserve (UR) District to an Institutional (I) District. **CARRIED 06/20/151**
MOVED by Councillor Smith that consideration be given to proceed to third reading to re-designate 0.69 hectares (1.70 acres) of Pt. NE-13-72-11-W6 from an Urban Reserve (UR) District to an Institutional (I) District. **CARRIED UNANIMOUSLY 06/20/152**
MOVED by Deputy Mayor Hewitt that third reading be given to re-designate 0.69 hectares (1.70 acres) of Pt. NE-13-72-11-W6 from an Urban Reserve (UR) District to an Institutional (I) District. **CARRIED 06/20/153**
4. Minutes of the June 8, 2020 Regular Council Meeting
MOVED by Councillor Miller to approve the minutes of the June 8, 2020 regular council meeting. **CARRIED 06/20/154**
5. Business Arising from the Minutes.
Deputy Mayor Hewitt enquired about the land surrounding the Hythe Race Track. CAO Hanson indicated that agreements pertaining to farming the field were being searched out.
6. Delegations
 - a. Image Design: Nan and Christine presented branding strategies together with a number of logo designs for Council review. Discussion of the new branding and design option were discussed and suggestions offered. The Image Design Team will email drafted changes for further review. Opportunity for the brand and logo unveiling was also discussed and plans will be finalized once the new logo is approved.
7. Operations Update
CAO Hanson provided the operations report including:
 - a. Operations Update – Refer to attached Schedule A.
 - b. Request for Decision: Home Support Fee Schedule. Administration presented a proposed Home

Support Fee Schedule for Council consideration.

MOVED by Councillor Guise to approve the Home Support Fee Schedule for the residents that use the program based on their monthly net income and charged as per the income scale noted:

0 - \$500.00	\$ 8.00
\$500.00 - \$1,000.00	\$10.00
\$1,000.00 - \$2,000.00	\$12.00
Over \$2,000.00	\$25.00

CARRIED 06/20/155

8. Business & Information

- a. Request for Decision: Approval of the final 2019 Audited Financial Statements
MOVED by Deputy Mayor Hewitt to approve the 2019 Audited Financial Statements as presented. **CARRIED 06/20/156**

- b. Request for Decision: Request for Council approval for borrowing for the Roads Improvement Capital Program. First reading was passed May 11, 2020 and advertising of the proposed borrowing conducted. No concerns have been received.

MOVED by Councillor Guise to approve second reading of Bylaw Borrowing Bylaw 554 in the amount of \$450,000 for the Roads Improvement Capital Expenditure.

CARRIED 06/20/157

MOVED by Councillor Miller that consideration be given to proceed to third reading of Bylaw Borrowing Bylaw 554 in the amount of \$450,000 for the Roads Improvement Capital Expenditure.

CARRIED UNANIMOUSLY 06/20/158

MOVED by Mayor Peterson to approve third reading of Bylaw Borrowing Bylaw 554 in the amount of \$450,000 for the Roads Improvement Capital Expenditure.

CARRIED 06/20/159

- i. Request for Decision to make application to Alberta Capital Finance for borrowing for the Roads Improvement Capital Expenditure.

MOVED by Mayor Peterson to approve application to Alberta Capital Finance to borrow \$450,000 over a 30-year term for the Roads Improvement Capital Expenditure.

CARRIED 06/20/160

- c. Request for Decision: Tax Recovery Property Cleanup. Administration and Public Works has been looking for ways to improve aesthetics and assess for maintenance of the property. Two quotes were received for the cleanup of the interior of the building. Council received the information and discussed the cost-benefit of undertaking the expenditure.

MOVED by Councillor Smith to table the item.

CARRIED 06/20/161

- d. Request for Decision: Proposed fee increase models for PREDA Membership were presented for Council review. With a decrease in revenue from memberships and government program funding PREDA provided various options to generate revenue to cover operating costs.

MOVED by Councillor Guise to approve the support for Resolution 1 as presented.

CARRIED 06/20/162

9. Correspondence

- a. Reading File – Publications and reference correspondence received at the Village Office was received for information.

10. Meetings Attended and Members' Business

Councillor Miller – Participated in Hythe Library Board meeting. Library staff are back working, doing inventory, and preparing for reopening. A date for reopening to the public will be decided at a later date.

Deputy Mayor Hewitt – No meetings attended.

Councillor Guise – Raised concern for business related unsightly premises, curbside bins that continue to be left opened (estimate 30% not closed) and the resulting garbage going everywhere. Further reminders through FaceBook, with the Contractors, and the assistance of enforcement services will be utilized to deal with the situation. Raised concern regarding the AHS vacant property and the potential need for a residential housing development that could be a good fit for the property.
Councillor Smith – No meetings attended.

Mayor Peterson – Enquired as to any updates on the historic designation of the arena. Administration provided update that travel for the historic resources department had been put on hold and that some funding had been reduced. Follow-up will continue to be made on the item. Mayor Peterson is invited to meet with the Volunteer Fire

Department to discuss funding needs and future planning.

CAO Hanson – reported that a call from Minister Toews’ Office and Municipal Affairs regarding the run-off water coming from the Alberta Health Service (Continuing Care) Facility. Information was provided on the location and deterioration of pavement due to the frequent water discharge. Other matters included follow-up with Alberta Environment regarding wells in the community and the request for assistance pertaining to small community well testing requirements.

11. Closed Session

MOVED by Deputy Mayor Hewitt to go into closed session at 6:59 p.m.

CARRIED UNANIMOUSLY 06/20/163

a. Contract – Fiber Optics

MOVED by Councillor Smith to go out of closed session at 7:34 p.m.

CARRIED 06/20/164

12. Adjournment

MOVED by Councillor Smith that the meeting be adjourned.

CARRIED 06/20/165

Time of adjournment was 7:35 p.m.



Mayor



Chief Administrative Office

Schedule A - Operations Report – June 22, 2020

Unsightly Premises

Greg and Shawn with Public Works together with Betty have helped put together information to send letters to address unsightly premises in the Village. As a result, eleven (11) letters have been sent to property owners requesting their properties be cleaned up and/or mowed with a requirement to complete the cleanup by the end of June.

Spray Park Project

The request for proposal (RFP) has received interest from (four (4) proponents to date and three making a trip to visit the site (2 from Edmonton and 1 from Lethbridge). This has been very encouraging. The deadline for submissions for the RFP is June 26th and a RFP Review Committee Meeting is scheduled for June 29th at 10 AM. Committee members attending the review meeting are: Renay Morgan, Ag Society Chair, Rhonda Tofteland, Ag Society Bookkeeper, Councillor Ed Smith, Council Ag Society Rep, Chelsea de Ruiters, CDC, and Leona Hanson, CAO. The proposed (negotiable) completion date for the project is August 26, 2020.

FCSS Report and Home Support Request for Decision

The FCSS Program is being well received in the community and many needs are arising for our more vulnerable residents. Summary items include:

- COP – Applications and supporting paperwork is being compiled for the Citizens on Patrol program.
- Food Bank – The AGM is scheduled for Wednesday June 24, 2020 and volunteer recruitment is the focus. The Board is awaiting confirmation on relocating the Food Bank operations to the Community Centre.
- The Virtual Senior's week was a huge success.
- Request for Decision – Home Support Fees – The proposed fees for the residents that use the program and are based on their monthly net income:

0 - \$500.00	\$ 8.00
\$500.00 - \$1,000.00	\$10.00
\$1,000.00 - \$2,000.00	\$12.00
Over \$2,000.00	\$25.00

- The local community care program has been well utilized. Village staff and volunteers assisted the local grocery store with deliveries as they were short staffed, started a meals-on-wheels program and picked up mail and medication for people that were self-isolating and the vulnerable population. There have been 184 deliveries to date and there is great pride for the communities' volunteers (15) and the way they stepped up during the Pandemic. In addition, a need arose for a ramp to enable a house-bound resident to go outside and through the generosity of volunteers a ramp was built for one of the seniors in the independent living units, with permission from Hythe & District Pioneer Homes.

Curbside Beautification Recognition Program

The recognize your neighbour for a beautiful yard campaign is going very well and folks are so appreciative of the recognition. It is stimulating so much positive energy and to date seven (7) residents have been nominated and Chelsea, CDC has made a personal visit to each home to congratulate the residents, place a sign on their front lawn and snap a picture for Facebook. Really Good Stuff!

Public Works: Water Ticket

Congratulations to Shawn Scott the Village's Public Works Assistant on the completion of his initial small water well operator's course. Arrangements will be made with the Water Contractor to have Shawn perform his on-the-job training component before writing to get his water operator's ticket.

Grant Opportunities

Chelsea, CDC is preparing applications for three grant programs. Both applications are connected to Tourism funding; one is for the spray park as a tourist attraction and the second, is for the website. The third application is to secure funding to put a water fountain (fills kids' water bottles as well) for at the arena. Each application is being applied for through different organizations and it is great that the Village has a staff member to assist as it all benefits the community. To assist Chelsea with preparing applications for funding, she participated in an on-line webinar on grant writing that provided some great tips.