

MINUTES OF MONDAY, June 8, 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
CAO: Leona Hanson
Recording Secretary: Leona Hanson
Regrets: Councillor Ed Smith

1. Mayor Peterson called the meeting to order at 4:00 p.m.
2. Adopt Meeting Agenda
MOVED by Mayor Peterson to adopt the meeting agenda with the following additions:
8. e. County West Landfill Update
10. c. Legal – Landfill **CARRIED 06/20/136**
3. Minutes of the May 25, 2020 Regular Council Meeting
MOVED by Councillor Miller to approve the minutes of the May 25, 2020 regular council meeting. **CARRIED 06/20/137**
4. Business Arising from the Minutes.
No Business Arising
5. Delegations
 - a. Lauren Gaudin and Danielle Desgagne from MNP presented the draft 2019 audited financial statements for the Village of Hythe and responded to questions from Council.
 - b. Sonja Raven with the County of Grande Prairie Weed Inspection Department provided background information on the 2019 weed inspection season and responded to concerns raised by Council regarding weed control measures. There were a number of areas within the Village that require further attention in 2020 to address weed issues. Council requested that the assigned weed inspector to the Village of Hythe meet with the Public Works Foreman and Councillor Guise to review problematic areas.
6. Operations Update
CAO Hanson provided an update to operations. Forming part of the operations report were two (2) request for decisions as follows:
 - a. Request for Decision for the Grande Prairie Regional Tourism's Summer Marketing Campaign. Several community pictures were provided for Council consideration. Council directed staff to select pictures to fit the four different categories emphasized within the campaign.
 - b. Request for Decision to farm the land around the Race Track in place of mowing the mass field. The request was made as a cost saving measure as the area is mowed 4 to 6 times per season at a cost of up to \$5000. A recommendation to seek an interested party to hay the field was discussed by Council. Further information was requested pertaining to the said property including any past agreements in place. Administration will search out additional information and bring the request back for further consideration.
See further operational details attached as Appendix A.
7. Business & Information
 - a. Viability Review Update: Council received correspondence from the Honorable Minister Madu with Municipal Affairs giving approval for a Viability Review to be conducted for the Village of Hythe.
 - i. Council discussed next steps for communication to the community on the Viability Review process. Administration provided that the Deputy Minister of Municipal Affairs is drafting a letter that will be sent to residents in the Village. Administration recommended that the Village provide an update on Facebook advising the community of the expected correspondence from Municipal Affairs. Council directed Administration to request a copy of the letter when it

is ready for distribution and provide the recommended communication through the Village's Facebook at that time.

- b. Request for Decision: Administration presented financial information and an overview of further constraints to the Village's cashflow position due to the requirement by the Provincial Government for property tax deferral and the need to start seasonal projects prior to receiving funds from all sources. Recommendation made to acquire an operating line of credit with the ATB Financial.

MOVED by Councillor Miller to approve first reading of Borrowing Bylaw 558 for an operating line of credit with ATB Financial in the amount of \$650,000 for the purpose of operations of the Village of Hythe. **CARRIED 06/20/138**

MOVED by Deputy Mayor Hewitt to approve second reading of Borrowing Bylaw 558 for an operating line of credit with ATB Financial in the amount of \$650,000 for the purpose of operations of the Village of Hythe. **CARRIED 06/20/139**

MOVED by Mayor Peterson to consider third reading of Borrowing Bylaw 558 for an operating line of credit with ATB Financial in the amount of \$650,000 for the purpose of operations of the Village of Hythe. **CARRIED UNANIMOUSLY 06/20/140**

MOVED by Councillor Smith to approve third reading of Borrowing Bylaw 558 for an operating line of credit with ATB Financial in the amount of \$650,000 for the purpose of operations of the Village of Hythe. **CARRIED 06/20/141**

MOVED by Councillor Miller to send a letter to ATB Financial asking when the Hythe Branch will reopen. **CARRIED 06/20/142**

- c. Request for Decision: Tax Recovery Property Cleanup. Administration and Public Works has been looking for ways to improve aesthetics of the property that is listed for sale. There is a large amount of garbage, debris and items left in the building. An option presented was to hire a contractor to cleanout the inside of the building. One of two quotes have been received to date. There is also a need to repair a window on site. Council received the information and requested that the item come back for further discussion at the next meeting.
- d. GPREP Elected Officials Meeting. Administration provided updated information for the upcoming zoom meeting on June 11th for all elected officials.
- e. A landowner request for waiver of late payment on property taxes in 2019 as well as utility late fees was reviewed by Council.

MOVED by Councillor Miller to decline the request to waive property tax penalties. **CARRIED 06/20/143**

MOVED by Mayor Peterson to waive the utility late fee penalty to June 30, 2020 due to scheduling delays in meeting with the landowner. **CARRIED 06/20/144**

8. Correspondence

- a. County of Grande Prairie Enforcement May 2020 Activity Report was received for information.
- b. Peace Library System Annual Report and Financial Statement was received for information.
- c. Peace Library System Board Meeting Highlights - Councillor Miller provided additional information as the Council representative on PLS Board. Regional Library Boards are working to get local libraries ready for reopening. It was noted that libraries are not required to open in Stage 2 and the reopening date will be determined on an individual library board basis. The PLS office is rotating staff due to physical distancing requirements.
- d. Reading File was provided for review that included information no Asset Management, Water News, STARS, County Connections, and Infrastructure through ReNew Canada
- e. County West Landfill board meeting minutes and financial information was provided for information. Councillor Guise spoke to the information provided.

9. Meetings Attended and Members' Business

Councillor Miller – Participated in Hythe Library Board meeting. The Board is looking at a gradual reopening when ready with 2 day per week to begin. No official date has been set for the reopening of the Hythe Library.

Deputy Mayor Hewitt – No meetings attended. A thank you was extended to Deputy Mayor Hewitt and his crew who worked diligently over a two-week period to demolish the old outdoor swimming pool to ready for repurposing for a spray park.

Councillor Guise – Remind citizens that streets are not garbage pits and also to remind residents that garbage bins are to be put out and removed from the street within a 24-hour period – suggestion for a newsletter.

Mayor Peterson – Participating in the regional economic development sessions with new development activity ideas arising. Enquired about the status on the Citizen on Patrol program for the community. Administration advised that the FCSS Director was gathering information and working on the requirements to set up the COP program. Sargeant Ash Browne has advised that he has an officer assigned to a Hythe COP program when ready to move forward. An updated report will be provided at the next Council meeting. The use of curbside bins for commercial use was discussed and businesses can enquire/apply at the Village Office. Administration provided additional information on the monthly fees per bin, the per dump charge for a second bin, and the cost to purchase the bin.

Councillor Guise – Attended a regional landfill meeting and provided an update under Item 8.e. Raised concern about the overflow curbside bags and discussed options to deal with the situation including the contractor not dumping the bins as debris is falling out on the ground, littering tickets, notice to residents to advise of possible action.

10. Closed Session

MOVED by Mayor Peterson to go into closed session at 6:55 p.m.

CARRIED UNANIMOUSLY 06/20/145

- a. Contract – Fiber Optics
- b. Human Resources
- c. Legal - Landfill

MOVED by Councillor Guise to go out of closed session at 7:32 p.m.

CARRIED 06/20/146

MOVED by Deputy Mayor Hewitt to approve the payment and vacation days bonus to CAO Hanson as she has achieved satisfactory progress and/or completion on the Village's strategic priorities as agreed upon in the employment agreement as well as exceeding higher than expected results in several areas.


CARRIED 06/20/147

11. Adjournment

MOVED by Councillor Miller that the meeting be adjourned.

CARRIED 06/20/148

Time of adjournment was 7:34 p.m.



Mayor

Chief Administrative Office

SCHEDULE A to Minutes of Regular Council Meeting

Operations Report – June 8, 2020

Unsightly Premises

County Bylaw Enforcement Services are working on four files currently. Information is also being collected on other unsightly properties in the Village and initial letters will be sent to owners requesting that their properties be cleaned up or additional measures may be required. Public Works is cleaning up back alleys and removing overgrown trees and shrubs. Residents with overgrown trees hanging into back alleys will be asked to trim them back into their yard sites to ensure alley ways are accessible for PW, utility companies, and emergency response vehicles.

Spray Park Project

The demolition of the old swimming pool cover-all closure and cleanup/packing of the site has been completed. Several volunteers and companies who donated their equipment assisted Deputy Mayor Hewitt who was leading the cleanup. Pictures and information of the site and equipment inside are being provided to companies building spray parks of which three experts in the field have been identified to invite for a site visit and proposal.

Development Activity

There has been steady interest from residents in making improvements to their properties. This includes fences, sheds, and garages. Great activity to see in the community. The development permit has been advertised for the new Seniors Development and the rezoning application was also received with advertising/notification started. The date for a hearing on the Rezoning is scheduled for 4:00 pm on June 22, 2020. Following this a subdivision process will begin with an expected date to come before Council for consideration being July 2020.

Re-Branding and Marketing Project

Update - report attached

Office Reopening and OH&S Site Visit

All municipal facilities are open again for regular business with COVID-19 practices in place. On June 4, 2020 the Village had a scheduled visit from OH&S to review practices with emphasis on COVID-19 Safety Measures and Policies. See report attached.

Grande Prairie Regional Tourism

Summer Campaign – see attached Request for Decision

Request for Decision: To farm the land around the Race Track

The land around the race track has been mowed between 4 to 6 times per season in past years at a cost estimated at up to \$5000. A recommendation is to seek an interested party to seed/hay the major portion of the field as a cost reduction measure.