

## NOVEMBER 18, 2019

Present: Mayor Brian Peterson  
Deputy Mayor Craig Hewitt  
Councilors: Bill Guise  
Sandra Miller  
Ed Smith  
CAO: Leona Hanson  
Recording Secretary: Chelsea de Ruiter  
Regrets: Councillor Smith

1. Mayor Peterson called the meeting to order at 4:59 p.m.
2. MOVED by Councilor Miller to adopt the meeting agenda with the addition of the following items:
  9. Meetings Attended and Members' Business
  10. Adjustment to numbering sequence to move In-Camera to item 10 on the agenda CARRIED 11/19/252
3. MOVED by that the minutes of the November 4th, 2019 regular council meeting be approved as presented CARRIED 11/19/253
4. Business Arising from the Minutes. -- No business arising.
5. Delegations  
Council Photo 5:00 PM
6. Financial Reports
  - a. Monthly Report  
A Village of Hythe Revenue & Expenditure report was prepared for Council and presented by CAO Leona Hanson. The information on the report has been extracted from the accounting system, MuniWare, that is currently used by the Village of Hythe. The report shows that the Village of Hythe is on track for General taxes in relation to what was budgeted for which is \$994,674. The program presents a figure that represents all billed properties and therefore some of the funds are outstanding at this point or the residents pay on a monthly installment plan, there is approximately \$185,000 in outstanding taxes owed to the Village of Hythe. A notification was sent out at the beginning of last month to property owners reminding them of any outstanding balances.
  - b. MSI/Gas Tax Capital Allocations – 2019  
A Village of Hythe Projects – MSI and Gas Tax Allocation breakdown of funds was provided to Council to review and was presented by CAO Leona Hanson. The report represents allotted funds from MSI to ongoing projects in the Village of Hythe. The total estimated MSI funding available is \$725,000 and the Gas Tax is \$100,000 for the Village of Hythe for a total of approximately \$825,000.  
In order to organize project costing in the MuniWare software that is used by the Village of Hythe an additional Module is required. At this time information is extracted from MuniWare and entered in Microsoft Excel in order to present as a spreadsheet. The Village of Hythe could purchase the additional module license for \$3,000 and consider removing the current A/R EFT Interface Module that currently is \$1,125 and is minimally utilized. In addition to the fee for the Project Costing module there would be an expense of \$1,100 for Project Administration, Installation, Setup and Training.

MOVED by Deputy Mayor Hewitt to approve the acquisition of the Project Costing Module and Project Administration, Installation, Setup and Training for a price of \$4,100. CARRIED 11/19/254

c. Utility Review

An Infrastructure Fee template was provided to Council for review. The charges are comparable to the current Usage Fees that are applied to current users, in most places remaining the same. The Infrastructure Fee would come into effect for all residents and businesses that can have Sewer, Water, or Refuse. The premise of the infrastructure fee is that there is a cost for the Village of Hythe to put the pipes into the lot and maintain the infrastructure regardless if it is a developed property or not. There is no indication that rates will increase, and every effort is being made to keep the amounts as close as possible to the current Usage Fee amounts. The purpose of the Infrastructure Fee is to present the idea of splitting the costs, so everyone is paying for some infrastructure costs. Deputy Mayor Hewitt recommended there be a correlation between number of people and usage cost. CAO Leona Hanson will continue to work on the Infrastructure Fee policy to be applied to every tax roll number.

7. Business & Information

a. Request for Decision – Request for Proposal – Marketing and Promotion Initiative  
Council has identified branding, logo, and web design as a strategic priority for the Village of Hythe. It is recommended that Council approve the Request for Proposal opportunity to attract a potential proponent to assist the Village of Hythe in developing a comprehensive Marketing and Promotion Initiative.

MOVED by Councilor Smith that Administration proceed with the procurement process by publishing a Request for Proposal. CARRIED 11/19/255

b. Request for Decision – CARES Grant – Marketing and Promotion Initiative  
The CARES Grant Program is taking applications and the opportunity exists for an application to assist in the cost for the Marketing and Promotion Initiative. It is recommended that Council approve an application for funding to the CARES Program to assist with the development of a brand identify, logo, website design and promotion tools identification.

MOVED by Councilor Miller that administration proceed with submitting an application to the CARES Grant Program. CARRIED 11/19/256

c. Request for Decision – Bylaw Review

Council has expressed interest in having the Village of Hythe bylaws updated. Bylaws are currently in the process of being scanned so an electronic version for easy access. The current Bylaws require review. A consultant with extensive municipal experience has offered a service to the Village of Hythe to perform the initial review function required. It is recommended that Council approve hiring a consultant at a cost of \$2000 to perform a review of the Village of Hythe Municipal Bylaws.

MOVED by Councilor Guise to hire a consultant to review the Village of Hythe bylaws for the recommended \$2000 fee. CARRIED 11/19/257

d. Request for Decision – MuniWare Software and Maintenance Renewal Agreement.  
The Village of Hythe utilizes the MuniWare Software program for its accounting functions including utilities, payroll, taxation, capital and general operating. The Village of Hythe received a “2020 Software Support Agreement and Software License Agreement” based on licensed modules currently installed within the Village of Hythe office. It is recommended that Council approve the MuniWare Service Agreement as presented.

MOVED by Mayor Peterson to renew the Software Support Agreement and Software License Agreement for the upcoming year. CARRIED 11/19/258

e. Request for Decision – Budget Meetings

Council has set November 25<sup>th</sup> and 28<sup>th</sup> to commence the annual budget process. Administration requested to change the location for the budget meetings from the Hythe Library to the Glass House Public Meeting Room. The space has been reviewed and would allow for greater flexibility and room for presentation. A second request by the Administration is to move the second meeting date from November 28<sup>th</sup> to December 9<sup>th</sup> to accommodate other activities and allow additional preparation time.

MOVED by Deputy Mayor Hewitt to approve the recommended changes to the location of the Budget Meetings from the Hythe Library to the Glass House Public Meeting Room. Further to that, change the second meeting date from November 28<sup>th</sup> to December 9<sup>th</sup>.  
CARRIED 11/19/259

8. Correspondence

a. Mighty Peace Watershed Alliance – Wapiti River Water Management Plan Update. Information provided from the Wapiti Watershed Source Protection Plan to update council on the progress with the risk assessment. Councilor Miller had attended a meeting with this group and the progress has been good, they were able to get through all of the risk ratings.

b. Victims Services Thank You – A letter was received from Beaverlodge Victim. Services Unit Society to Thank the Village of Hythe Council for their continued support. The Village of Hythe previously contributed \$425 to support the Society.

c. Alberta North Sport Conference. The Grande Prairie Regional Sport Connection has extended an invitation to Council for the upcoming Alberta North Sport Conference on November 29<sup>th</sup> & 30<sup>th</sup>, in Grande Prairie.

d. AUMA Villages West Updated. Correspondence provided links to information about Provincial budget, AUMA's responses, media releases, in-depth analysis, and other important information. Mayor Peterson is concerned about the Police Model representing the municipality without the input of the Council. It was recommended that the municipality connect with the RCMP representative to obtain further information.

9. Meetings Attended and Members' Business

CAO Leona Hanson

New security measures have been added to the Village of Hythe office.

Deputy Mayor, Craig Hewitt

Attended the Community Futures meeting, there have been some new faces added to the group with some leaving.

Ed Smith -- No meetings attended

Councilor Miller

Attended a Library Council meeting, they have been working on budget and plan of service. Currently looking at number of keys to the building. The Library will be presenting to the board after planning is complete and information about Board Members is updated.

Councilor Miller will not be able to attend the upcoming PLS meeting.

Councilor Guise

Attended the Remembrance Day ceremony, over 400 people were in attendance and the overall gathering went well with a good dinner.

Councilor Guise would like to get more information about what the plans are for the lot owned by Alberta Health Care.

Inquired about an update from CN, CAO Leona Hanson provided the following information, they have contacted administration in regards to the bill they received. So far there has

been response to the request for a meeting with Council. The previous replacement of a culvert south of Hythe indicates that there may be plans for future use. More information will be available next month.

Recording Secretary, Chelsea de Ruyter

Met with SPRLC and discussed opportunities to coordinate plans for an upcoming 6-week program that will be starting in January at the Community Centre. Plans to connect the Library with South Peace Rural Learning is being pursued.

Mayor, Brian Peterson

Attended a Connect Care Seminar at the RMA Conference in Edmonton, learned about an app you will be able to get that will contain access to Health Care information such as results from tests. Past information will stay available on there and it would be nice to have an advocate for seniors to help with accessing information on the app. Doctors will have the authority to grant access to relatives as they see suitable. They system will not be backdated however information will be stored from time of inception.

Mayor Peterson received a call to see if the arena would be interested in purchasing a Sandwich table for the concession area, this information will be passed on to the person who currently manages the concession.

Inquired about the request for contact for broadband, CAO Leona Hanson provided follow up information about the progress being made in the Village of Hythe.

Mayor Peterson provided an update on the Pioneer home, plan to have the insurance progress completed by Christmas, liens to be done by Christmas. At that time the new application process for a new project will begin with the proposal going out for 72 units based on a three-story building instead of two.

Councilor Miller inquired about combining a children's centre with the Pioneer Home, Hythe could be known as the community that mixes children and seniors. Based on studies being observed in other countries there has been a positive impact on both seniors and children when the two groups spend time together.

10. In Camera

MOVED by Councilor Miller to go In-Camera at 7:10 p.m. CARRIED 11/19/260

- a. Contracts
- b. Human Resources
- c. Legal

MOVED by Councilor Miller to go Out-of-Camera at 8:55 p.m. CARRIED 11/19/261

MOVED by Hewitt to award the contract to alliance disposal limited pending confirmation of back up equipment and to provide notification of regrets to the other proponents. CARRIED 11/19/262

11. Adjournment

MOVED by Councilor Miller that the meeting be adjourned. CARRIED 11/19/263

Time of adjournment was 8:57p.m.