

OCTOBER 7, 2019 AT 5:00 PM

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

1. Mayor Peterson called the meeting to order at 5:21 p.m.
2. **MOVED** by Councillor Smith to adopt the meeting agenda with the addition of the following items:
 - 10 b. ICF-contracts **CARRIED 10/19/217**
3. **MOVED** by Councillor Guise that the minutes of the September 23, 2019 regular Council meeting be approved as presented. **CARRIED 10/19/218**
4. Business Arising from the Minutes.
No business arising.
5. Delegations
No Delegations
6. Staff Reports
 - a. Greg Longson - PW Report
Public Works Foreman, Greg Longson provided an update on the Flow Test which has been completed and results are pending. Public works has completed the clean out of the lift station and sewer flushing with the exception of one area that will be done after the ground is frozen.
Update from Greg Longson on results of the sewer line flush have indicated some areas that have major buildup of grease or sediments.
Greg Longson wanted to acknowledge and show gratitude to Bill Guise in respect to his work on flushing the lines in the Village. More assistance may be required to roll the pipe currently out once flushing is complete.
 - b. Leona Hanson – CAO Report as attached
7. Business & Information
 - a. Intermunicipal Meeting – Request for Agenda Items
Council was asked if there were any items, they would like to see on the agenda for the upcoming Intermunicipal Government meeting. Council requested some time to

think about it and would forward their items to CAO Leona Hanson before the deadline of October 9, 2019.

b. Health and Safety Program Orientation and Training

The Health and Safety Project will be complete, and a presentation will be available for all staff on December 12. All Village of Hythe staff, Council and representatives of the associated groups will be required to take the one-day training that will take place on January 13 from 9:00 am – 4:00 pm. This training will be extended to Administration, Public Works, Council, Hythe Fire Department, Library Staff, Curling Rink, Arena staff and Hythe Motor Speedway. Council will confirm with Administration who is available to take the training.

c. Janitorial Contract Services – Request for Decision

The existing service provider has been providing janitorial services to the Village of Hythe for the last three years. As a standard practice it is recommended that the Village open the contract for interest every three years at minimum.

MOVED by Deputy Mayor Hewitt that a Request for Proposal for Janitorial Services be advertised with a closing date of October 16, 2019. **CARRIED 10/19/219**

d. GPREP Regional Emergency Management Committee Meeting minutes from September 19, 2019 was provided to council for review and for informational purposes.

e. A briefing note was provided to the RCMP at the AUMA Meeting held on September 27, 2019. Council would like to request follow up to the questions that arose from the briefing.

MOVED by Councillor Smith that CAO Leona Hanson to provide a letter to the RCMP for further discussion. **CARRIED 10/19/220**

f. Alberta Capital Finance Authority Application Deadline is approaching and ACFA has requested a projected estimate of borrowing for the next 5 years. This capacity can include projects such as transit, roads, utilities, waste management, facilities, water and sewer, parks, and recreation. The deadline for submission is October 11, 2019.

MOVED by Mayor Peterson to send the estimate for the maximum amount allowed to be borrowed by the Village of Hythe allocated in 2020. **CARRIED 10/19/221**

g. The Village of Hythe Administration has requested that Council approve a Safety Deposit Box rental at the local ATB to store data back-up data storage tapes off site.

MOVED by Councillor Smith to authorize administrations to open a Safety Deposit Box under the Village of Hythe for the purpose of housing backup data storage tapes and include the existing signing officers and Betty Atkinson, Accounts Payable Clerk to have access to the Safety Deposit Box in order to operate business in a timely manner. **CARRIED 10/19/222**

h. The Municipal Government Act requires a public participation policy be in place. Administration presented a draft Policy for Council consideration.

MOVED by Councillor Guise to approve the Public Participation Policy as presented. **CARRIED 10/19/223**

8. Correspondence

a. The Hythe Community Centre provided a letter to the Village of Hythe council requesting donations for repairs to the facility. The correspondence was received for information and requested additional information to the extent of the repairs and timeline for completion.

9. Meetings Attended and Members' Business

Deputy Mayor Hewitt:

- Attended the AMUA two-day meeting in Edmonton and went to a session on Regionalization which centered around the idea of amalgamations and about municipalities combining with counties and working together and how that voting system works.
- Attended the meeting with the RCMP at the AMUA event. AMUA was a positive information session.
- Inquired about the Water and Sewer rates for large users. A meeting will be scheduled with Cindy Lockhart and CAO Leona Hanson to determine what is a realistic and what the rates should be.
- Inquired about the grant application to be used for an update to the Village of Hythe Website. The only update available from PREDA is that the application has extended to the committee for review.
- Deputy Mayor Hewitt requested a meeting with CN regarding the condition of the area beside the tracks. It was noted that the area was not properly maintained, and the ground cannot be mowed by Public Works because it is not flat. Deputy Mayor Hewitt would like to see a letter provided to CN about the status of the grass and levelling the ground with alternative action is no response/improvement made by CN.
- Would like to have old Bylaws cleaned up and brought up to date.

CAO Leona Hanson:

- Staff and Council have been invited to the Community Christmas Dine and Dance on November 30, 2019 as a Christmas party event.

MOVED by Deputy Mayor Hewitt that the Community Christmas Dine and Dance be the Village of Hythe Employee and Council Christmas party with invitation extended to members of staff, Council, Fire Department. **CARRIED 10/19/224**

Mayor Peterson:

- Attended AMUA and had a meeting with the Minister of Municipalities, discussed linear tax and where the funds go; used for the people of the province and funds can be distributed anyway in the province. The Minister of Municipalities also discussed regionalization and amalgamation of municipalities.

-Attended a seminar at AMUA with the Chief of Police who discussed the breakdown of calls the receive, approximately 5% of calls are actually crime related and the remaining 95% are made up of issues pertaining to drug addiction and mental health issues. Of note was that the majority of crimes statistics are rooted in addiction or mental health issues.

- Attended a conference about increasing revenue for “your town”.

Councillor Smith:

-No meetings attended

-Inquired about previous correspondence to CNRL regarding repairs to a ditch. There is equipment on site and Administration will follow up with CNRL.

Councillor Guise:

-No meetings attended

-Inquired if CN came out to attend to the weed growth. No correspondence has been received.

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10. In Camera

MOVED by Councillor Smith to go In-Camera at 7:43 p.m. **CARRIED**
10/19/225

- a. Human Resources
- b. ICF- Contracts

MOVED by Deputy Mayor Hewitt to go Out-of-Camera at 8:27 PM. **CARRIED**
10/19/226

11. Adjournment

MOVED by Councillor Guise that the meeting be adjourned. **CARRIED**
10/19/227

Time of adjournment was 8:28 p.m.