

## **NOVEMBER 14, 2017**

Present: Mayor Brian Peterson

Councilors: Ed Smith

Lyle Sipe

Craig Hewitt

Bill Guise

CAO: Greg Gayton

Steve Rawlyk – Public Works Supervisor

1. Mayor Peterson called the meeting to order at 5:36 p.m.

First item on the agenda was to meet with Public Works Supervisor, Steve Rawlyk.

Councillor Guise noted that when we are snow clearing to make sure we clean the back alleys in the older part of town. In many instances people have their garage access in the back alley, and these alleys need to be cleared in order for them to move their vehicles.

He suggested that the Village consider a skid steer attachment for cleaning sidewalks, possible some kind of rotary brush mechanism.

Councillor Guise noted that there is a sign damaged near the yellow bridge on 103 Avenue that needs to be repaired.

There was some discussion about some of the tours that had happened earlier in the year. It was noted that despite the fact that two piles of street sweeper sweepings were removed from the old UFA lot, next to the new fire hall, there is still a pile of debris there. This probably is from when the parking lot was paved at Tags.

Steve Rawlyk reviewed with Council the priorities for snow clearing, in terms of what streets are done first.

Council inquired how long it would take to have all the snow removed off the streets, Steve advised that he felt it would be approximately three and a half days to have all the snow plowed and piled, this did not include removal of the windrows.

Steve Rawlyk left the meeting at 6:04 p.m.

As the meeting was still reviewing Public Works concerns, Councillor Guise advised of his concerns regarding sow thistle and other weeds. He questioned the enforcement on weeds this year.

There was some discussion about the time accounting for Public Works staff. Council felt that requiring three and a half days to remove the results of the heavy snow fall was a very long time, especially in consideration to what past Public Works departments had been able to accomplish.

There was some discussion about some management practices that should be put in place to ensure that matters are dealt with in a reasonable time line.

Council felt that instituting a follow-up list after every meeting would be a

good idea. Another item that needs to happen is there should be task lists drafted and deadlines assigned to those tasks.

**MOVED** by Councillor Guise to have the CAO draw up a list of tasks with deadlines. **CARRIED 11/17/137**

Councillors discussed other means of tracking details for the Public Works staff. CAO advised that he had instituted a weekly drive around inspection with the Public Works Supervisor. Council felt that Public Works staff should keep written record of what they have accomplished over a day. This should be detailed in daily logs.

The accounting of their time spent should be broke down on an hourly basis. There was some further discussion about staff use with the Public Works vehicles. The CAO will research what is presently on file and if necessary draft a policy for the using of municipal vehicles.

Further discussion for the requirement for daily logs, Council felt that this requirement should apply to all staff.

**MOVED** by Councillor Sipe to require daily logs for all Village staff. **CARRIED 11/17/138**

Having concluded Public Works matters, Council then moved on to other items on the agenda.

2. Minutes of the October 30, 2017 organizational meeting.

**MOVED** by Councillor Sipe that the minutes of the October 30, 2017 organizational meeting be approved as presented. **CARRIED 11/17/140**

Minutes of the October 30, 2017 regular Council meeting.

**MOVED** by Councillor Smith that the minutes of the October 30, 2017 regular Council meeting be approved as presented. **CARRIED 11/17/141**

3. Business arising from the Minutes:

CAO has yet to send out a letter to Craig Lacey regarding the tree sap issue. That will be done this week.

4. Representation:

a) Steve Rawlyk – Public Works information – see above.

5. Meetings Attended: Council reviewed the meeting that they had attended from October 30, 2017 to November 14, 2017.

The CAO noted that he had met with Meriam Mahnic regarding a strategic plan for Council. Ms. Mahnic requires about nine hours of Councillors time to complete a strategic plan. It was felt that it would be easier to break that up into smaller pieces, to allow for Councillors to consider issues between the meetings.

Council could commence on the strategic plan in January of 2018.

It was decided to do three evening meetings of three hours each to compile the strategic plan. Start time would be between 6:00 p.m. and 7:00 p.m. depending on people's schedules.

It was noted that the CAO had not had time yet to Alberta Municipal Affairs about the possibility of putting property for tax sale with Ritchie Brothers.

6. Correspondence

a) Canadian Fallen Heros Foundation

Council reviewed a proposal regarding the Village participating in a tribute to Canadian Fallen Heros. Council felt that it would be best to refer this to the Hythe Legion for input. Councillor Guise will look into the matter and bring a report back to the November 27, 2017 regular Council meeting.

**MOVED** by Councillor Smith to table the request from the Canadian Fallen Heros Foundation to the November 27, 2017 regular Council meeting.

**CARRIED 11/17/142**

b) Alberta Environmental Appeals Board – received for information.

c) Town of Sexsmith – intermunicipal meeting

The CAO and Councillor Sipe gave the rest of Council some background on the intermunicipal meetings. These involve all the Councils from the City of Grande Prairie, County of Grande Prairie, Town of Wembley, Town of Sexsmith, Town of Beaverlodge and until recently the Village of Hythe. The previous Council had recently determined it was no longer suitable for them to attend the intermunicipal meetings. Council felt that possible some members could attend the November 30, 2017 intermunicipal meeting in Sexsmith. Councillor Smith will attend and other Councillors will advise the CAO later on in the month if they are able to attend.

d) Muni 101's – information items – received for information

7. Other Business & Information:

a) Working Well workshop – received for information

b) Cheque Listing – cheques 0782 – 0855

Council reviewed cheques numbered 20170782 – 20170855.

c) Marshall Inn/Municipal truck parking – upgrade

Council discussed the issue regarding a large public expenditure invested into the truck parking and the grounds by the Marshal Inn to facilitate heavy truck use. There was some discussion how much public money should be put into that project and how much money should be put in by the landowner.

It was decided to invite some of the owners of the Marshal Inn to a meeting with Council. Council also noted that a large number of the trucks that use that parking area come from a company call Secure Energy. It was felt that possibly Secure Energy should also be a participant in the discussions about upgrading cost.

**MOVED** by Councillor Sipe to invite the owners of the Marshal Inn and Secure Energy to a Village Council meeting. **CARRIED 11/17/143**

d) Casual help wanted ad

Staff updated Council on changes in the offices casual help system. Judy Amendt is no longer able to perform the fill - in duties and we are advertising for a replacement. Received for information.

e) Solid Waste disposal contract

Council reviewed a contract from County Disposal for garbage pick-up, this contract was inherited by GFL when GFL purchased County Disposal. It was noted that the contract expires on December 31, 2019. Council noted that the pick-up rate for garbage was quite affordable. CAO noted that the issues with GFL seem to stem back to staff turnover and truck maintenance.

**MOVED** by Councillor Hewitt to write a letter of concern to GFL regarding some operational issues. **CARRIED 11/17/144**

f) Regional landfill budget/cost sharing

CAO had attended a meeting on November 1, 2017 regarding the Regional Landfill. He updated Council on the stasis the negotiations regarding cost sharing. Received for information.

8. Other matters (members' business):

There was further discussion about the George Cuff seminar on November 6, 2017 which Mayor Peterson, Deputy Mayor Sipe and the CAO had attended. The session met with very positive reviews and Mr. Cuff's presentation was copied off for the other members of the Council. Mayor Peterson spoke about using a request for decision format for items of business for Council where

decision of Council is needed.

It was also noted, Mr. Cuff spoken about the need for CAO evaluation. Council decided to do an evaluation of the Chief Administrative Officer by the end of January 2018.

The CAO will get some information on the CAO evaluations of the local governments administrators web page. There also maybe some guidelines on performing the CAO evaluations.

Councillor Guise noted that he had talked to Nodes about some possible use of their yard for storage space. He was advised that this would cause issues regarding the insurance and security, so Nodes was not interested.

Council noted that they had received some positive feedback from Marie Lowen for quick manner in which the staff had dealt with the garbage issue on Friday, November 10, 2017. Compliments will be related back to the Public Works staff involved.

CAO will contact Wes Navratil in regards to rental rates and space available at the Hythe Storage yard.

Mayor Peterson suggested that we should be using the old pool canopy in the Public Works yard for a storage area. That is something that could be researched.

We should also be researching some c-cans for the Public Works shop for storage.

Councillor Hewitt has some information on c-cans that he will forward to the CAO, Containers West would also be a good source regarding c-cans.

CAO noted that the organizational meeting agenda on October 30, 2017, had not dealt with the Council and staff meal allowance. He noted that the existing meal allowance was up to \$12.00 for breakfast, \$18.00 for Lunch and \$30.00 for supper.

**MOVED** by Councillor Sipe to approve the meal allowance at the present rates.  
**CARRIED 11/17/145**

The CAO also noted that new signing authorities were needed for the Villages chequing account. Councillor Sipe agreed to continue to act as one signing authority. Discussion around the other signing authority was that it should be someone that is usually in town and readily available. Councillor Guise advised that he would be available for this task.

**MOVED** by Councillor Hewitt that Deputy Mayor Sipe and Councillor Guise be the Village of Hythe signing authority on all accounts. **CARRIED 11/17/146**

There was some discussion about the County proposal for the cemetery work. Council was concerned that the cost of maintaining the cemetery could well exceed the \$2000.00 per annum that the County would be providing. It felt that there should be a bit more detailed research on the number of man hours needed to provide proper caretaking out at the cemetery. Once that research is

done then a proposal can be made to the County.

**MOVED** by Councillor Sipe to make a counter proposal to the County on the cemetery caretaking once we can incorporate some financial data. **CARRIED 11/17/147**

CAO advised that the three-year audit contract was coming up. There was some discussion about the next steps on that process. Staff will obtain information on what other small communities pay for audit fees. Matter will be brought back to a future meeting.

**MOVED** by Councillor Hewitt to go into Camera. **CARRIED 11/17/148**  
While in Camera, Council discussed a legal matter.

9. In Camera:  
a) Stickney Issue

**MOVED** BY COUNCILLOR SIPE TO GO BACK INTO OPEN SESSION. **CARRIED 11/17/149**

10. ADJOURNMENT

**MOVED** BY COUNCILLOR HEWITT THAT THE MEETING BE ADJOURNED. **CARRIED 11/17/150**

TIME OF ADJOURNMENT WAS 10:15 P.M.

AFTER THE MEETING COUNCIL GOT A BRIEFING FROM THE CAO REGARDING MUNICIPAL FINANCE AND BUDGETING.