

MINUTES OF MONDAY, AUGUST 17, 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  
Ed Smith

CAO: Leona Hanson

Recording Secretary: Chelsea de Ruiter

Regrets: Councillor Sandra Miller

1. Mayor Peterson called the meeting to order at 4:01 p.m.
2. Adopt Meeting Agenda  
**MOVED** by Deputy Mayor Hewitt to adopt the meeting agenda with the following additions:  
9. h. AMSC Council Group Benefit **CARRIED 08/20/182**
3. Minutes of the July 13, 2020 Regular Council Meeting  
**MOVED** by Councillor Miller to approve the minutes of the July 13, 2020 Regular Council Meeting. **CARRIED 08/20/183**
4. Minutes of the July 21, 2020 Special Council Meeting  
**MOVED** by Councillor Miller to approve the minutes of the July 21, 2020 Special Council Meeting. **CARRIED 08/20/184**
5. Minutes of the August 6, 2020 Special Council Meeting  
**MOVED** by Councillor Miller to approve the minutes of the August 6, 2020 Special Council Meeting. **CARRIED 08/20/185**
6. Business Arising from the Minutes.  
No business arising from the minutes
7. Delegations – No Delegations
8. Operations Update  
CAO Hanson provided the operations report including:
  - a. Operations Update – Refer to attached Schedule A.  
Request for Decision: Formal Approval of Equipment Repair Expenditure  
**MOVED** by Councillor Guise to approve the new transmission in the dump truck at an estimated cost of \$9000.00 **CARRIED 08/20/186**

Request for Decision: Manhole Repairs  
**MOVED** by Deputy Mayor Hewitt to approve the spending of up to \$35,000.00 pending receipt of a second quote to repair the manhole as required. **CARRIED 08/20/187**

Request for Decision: Request completion date extension for the grant funding received to develop a Municipal Development Plan.  
**MOVED** by Mayor Peterson to approve administration request an extension for the completion date for one year to a new date of March 31, 2022. **CARRIED 08/20/188**

Request for Decision: Change of Date for the next Regular Council Meeting from Tuesday, September 8<sup>th</sup> 2020 to be Monday, August 31, 2020 with the following Regular Council meeting to be held as per the regular schedule on Monday, September 21<sup>st</sup>, 2020.  
**MOVED** by Deputy Mayor Hewitt to change the next Regular Council Meeting from September 8, 2020 to Monday, August 31, 2020 with meeting times to return to 5:00 PM going forward. **CARRIED 08/20/189**

9. Business & Information

- a. Request for Decision: Grande Prairie Regional Recreation Committee – Contract Renewal  
The Grande Prairie Regional Recreation Committee were directed to seek approval on funding for the renewal of the Regional Recreation Coordinator. The Village of Hythe Contribution is \$500 of the \$76,000 total operating budget.  
**MOVED** by Councillor Smith to table this item. **CARRIED 08/20/190**
- b. Request for Decision: Municipal Stimulus Program  
The Provincial Government through the department of Municipal Affairs has approved municipal stimulus funding for all municipalities in the province. The allocation for the Village of Hythe is \$98,305 with the funding to be used for eligible projects as identified in 2020-2021. Administration advised that the increase to street/road/sidewalk improvements in 2020 fits the criteria and could be used for that purpose.  
**MOVED** by Councillor Guise to approve entering into a Memorandum of Agreement with the Province of Alberta for the Municipal Stimulus Program. **CARRIED 08/20/191**  
**MOVED** by Mayor Peterson to utilize the \$98,305 funding allocation to increase the 2020 Streets/Roads/Sidewalk Program. **CARRIED 08/20/192**
- c. Request for Decision: Roads Program – Extra Areas  
Council previously reviewed options for additional “extra areas” of priority need for the streets/sidewalk program. Beirsto Engineering was on site and met with members of Council, Administration, and Public Works to review various options and costs associated. Administration provided information on the ‘extra areas’ including costs. The cost associated with the ‘extra areas’ is estimated at \$250,000.  
**MOVED** by Deputy Mayor Hewitt to approve the extra work sites as noted with Municipal Stimulus Program and Gas Tax funding utilized to cover the additional cost associated with the 2020 Road Improvement Program. **CARRIED 08/20/193**
- d. Request for Decision: Garden in the Village Land Donation  
The Garden in the Village Committee continues to work diligently on bringing the memorial garden project to fruition. The Beaverlodge Funeral Service has offered to donate the land east of the municipal building to the Village of Hythe for use as the memorial garden. Administration recommends Council approve entering into a letter of intent that would allow for further negotiation of conditions to finalize the donation of land to the Village of Hythe.  
**MOVED** by Mayor Peterson that Council enters a letter of intent to allow for further negotiation of conditions to finalize the donation of land to the Village of Hythe. **CARRIED 08/20/194**
- e. Request for Decision: Grande Spirit Foundation Support to Borrow Funds  
The Grande Spirit Foundation received approval to build a new Designated Supportive Living facility in Spirit River with subsequent Board approval to add 24 self-contained units to the site. To accommodate Grande Spirit’s cost to the project the Board is requesting support to borrow \$4 million for the project. Administration recommends council provide a letter of support to borrow \$4 million for the Spirit River 24-unit project.  
**MOVED** by Deputy Mayor Hewitt to provide a letter of support to Grande Spirit Foundation to borrow \$4 million for the Spirit River 24-unit project. **CARRIED 08/20/195**
- f. Request for Decision: Formal Approval of Application for Grant  
Community Development Clerk, Chelsea de Ruiter, requested approval to apply for the Makadiff Sports Grassroutes Community Sport Challenge grant, which focuses on innovative community sport initiatives that enhance access, active participation, and positive sport experiences. The application amount is for \$10,000 to use towards a “crokicurl” game which is a combination of the classic Crokinole game combined with curling. Further to funds, volunteer support will be acquired and interest has been received from volunteers to build and help maintain the surface through winter months.  
**MOVED** by Councillor Smith to approve administration apply for the Makadiff Sports 2020 Grassroutes Community Sport Innovation Challenge grant funding for \$10,000.

- g. Request for Decision: Appointment to Recreation Board  
The County of Grande Prairie has established recreational boards to serve designated areas. Each board includes seven members – two County Councillors, one nominee from the incorporated municipality within the recreation board boundary, nominated by the incorporated municipality, and four public members at large representing a diverse geographical area. These boards meet as required to review funding applications and make recommendations to County of Grande Prairie Council. Administration recommends Council appoint a Member of Council to the Recreation Board.  
**MOVED** by Deputy Mayor Hewitt to appoint Councillor Guise to the Recreation Board.

**CARRIED 08/20/197**

- h. Request for Decision: AMSC Council Group Benefit  
AMSC Group Benefits Program for Elected Officials life insurance benefits program was presented to Council at the May 25<sup>th</sup> Council meeting for information. Administration provided further information on enrollment requirements, program benefits, and monthly costs.  
**MOVED** by Deputy Mayor Hewitt that Council decline enrollment in the AMSC Group Benefits Program for Elected Officials.

**CARRIED 08/20/198**

**10. Correspondence**

- a. City of Cold Lake – Criminal Code Amendment request for Support  
Correspondence was received from the City of Cold Lake calling upon all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns relating to the criminal code amendments approved under an “Order in Council” on May 1, 2020.  
**MOVED** by Councillor Guise to provide a letter of support to the City of Cold Lake.
- CARRIED 08/20/199**
- b. County of Grande Prairie – Discontinuation of County Connector  
Provided for information
- c. 2020 AUMA Convention – Registration Open for Virtual Attendance  
Registration is now open for the 2020 AUMA Convention scheduled to be offered virtually. Administration asked that Council members advise if they are interested in attending to let the office know.
- d. ATCO Electric – August 1, 2020 New Price Schedules and Rates  
Provided for information

**11. Meetings Attended and Members’ Business**

Deputy Mayor Hewitt

No meetings attended. Deputy Mayor Hewitt enquired about having a community improvement program that would offer incentive to encourage building on vacant lots. Administration will look further into incentives that can be offered.

Councillor Guise

No meetings attended. Inquired about the Restorative Justice program that was mentioned in the Town & Country News, Hythe was not mentioned in the article. CAO Leona Hanson confirmed that the program did receive support from the Village, it had not reached Sgt. Browne at the time that the article was reported. Councillor Guise inquired about a lot that is owned by Esso as currently there is a contract with the Village to maintain the lot in exchange for access through the lot. Administration provided background on the long-standing lease and that no access has been available for several years. The agreement expires in September of 2021 and it recommended that it be reviewed in further detail with an expectation that the agreement would not be renewed due to non-access. Councillor Guise inquired if any further information had been received from Alberta Health Services regarding the empty lots they own. Administration advised no new information was available but will follow up on the properties. Further, Councillor Guise advised that the lots by the Pioneer Home where the unfinished facility is to be removed is filled with weeds. Councillor Guise would like notification to go to properties that are in violation of the Unsilently Premise bylaw.

Councillor Smith

No meetings attended. No members business.

Mayor Peterson

Attended Pioneer Home meetings and Fiber Optics Project Planning Meetings.

12. Closed Session

**MOVED** by Councillor Guise to go into closed session at 6:41 p.m.  
**CARRIED UNANIMOUSLY 08/20/200**

- a. Intermunicipal Document review
- b. Contract; Fiber Optic

**MOVED** by Mayor Peterson to go out of closed session at 8:01 p.m.  
**CARRIED 08/20/201**

**MOVED** by Councillor Smith to authorize the Mayor, Deputy Mayor and CAO, as a committee, to finalize contracts and manage the Fiber Optics project including any emerging change orders.  
**CARRIED 08/20/202**

**MOVED** by Mayor Peterson to direct administration to draft a Borrowing Bylaw for the Fiber Optics Project in the amount of \$450,000.  
**CARRIED 08/20/203**

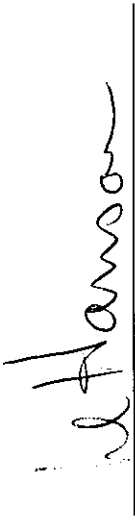
**13. Adjournment**

**MOVED** by Councillor Guise that the meeting be adjourned. **CARRIED 08/20/204**

Time of adjournment was 8:05 p.m.



Mayor



Chief Administrative Office

## Schedule A - Operations Report – June 22, 2020

### Unsilently 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 26<sup>th</sup> and a RFP Review Committee Meeting is scheduled for June 29<sup>th</sup> 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 Ruiter, 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 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.