

MINUTES OF MONDAY, OCTOBER 5, 2020 AT 5:00 PM REGULAR MEETING OF THE HYTHE VILLAGE COUNCIL HELD AT THE GLAS HOUSE, HYTHE

Present: Mayor Brian Peterson (Arrived at 6:54 p.m.)
Deputy Mayor Hewitt
Councillors: Bill Guise
Sandra Miller
Ed Smith (arrived at 5:11)
CAO: Leona Hanson
Recording Secretary: Chelsea de Ruiter

1. Deputy Mayor Hewitt called the meeting to order at 5:09 p.m.
2. Adopt Meeting Agenda
MOVED by Councillor Guise to adopt the meeting agenda as presented.
CARRIED 10/20/230
3. Minutes of the September 21, 2020 Regular Council Meeting
MOVED by Deputy Mayor Hewitt to approve the minutes of the September 21, 2020 Regular Council Meeting.
CARRIED 10/20/231
4. Business Arising from the Minutes.
An update was provided to Council on the verification of addresses cross referenced to ensure all residents had been included for follow up on the Fiber Optic project.
An update was provided on the Public Auction date, Administration advised Council that the date needed to be moved to November 25th due to the notice schedule.
MOVED by Councillor Guise to accept the change in date to put the property of Roll Number 17350000 under Public Auction with the same conditions on November 25th.
CARRIED 10/20/232

An update was provided on the property of Roll Number 9140000, notice was received that the property would be boarded up, hazardous material removed, and fencing installed for winter.
5. Delegations –
No Delegates
6. Operations Update
CAO Hanson provided an update on the following:
 - Road Improvement Program – construction is near completion. A detailed report appears further in the agenda.
 - Strategic Planning – Council has expressed interest in reviewing the Village’s Strategic Plan from 2019 and to continue discussions that will generate a focused approach to marketing the Village. Administration has been working with Image Design to develop investment attraction packages. Administration will consult with Council to schedule a date to review and update the Strategic Plan.
 - Spray Park – Staff has been working with the Ag Society on design, fundraising, and other elements relating to the development of the Spray Park
 - Water Well System – The Village has received a diversion license for Well house 1 for a one-year period to September 24, 2021.
 - Financial update:
 - o Borrowed funds from Alberta Capital Financing for the roads program in the amount of \$450,000 have been received
 - o The application for disaster relief funding to assist with costs incurred responding to the 2020 spring flooding has been approved with the Alberta Government. The funding application included costs of \$39,092.
 - o Property tax collection assessment and Bank Reconciliation August 1, 2020 was provided for Council review.
7. Business & Information
 - a. Request for Decision: Support of Beaverlodge Victims Services
Beaverlodge Victim Services Unit has reached out to the Village of Hythe for a letter of support

to assist in their pursuit of grant funding. Administration is recommending Council provide a letter of support as the Beaverlodge Victim Services unit provides services to many families and individuals in their most vulnerable times and is a valuable service in the Beaverlodge area.
MOVED by Councillor Miller that the Village of Hythe provides a letter of support to Beaverlodge Victim Services. **CARRIED 10/20/233**

- b. Request for Decision: Application of FCSS Funding from County of Grande Prairie
Each year the County of Grande Prairie No. 1 requires a letter requesting the grant for the following year to support FCSS Grant Funding. Administration recommends Council approve the submission of a letter to request Grant Funding from the County of Grande Prairie No. 1 for the year 2021, in the amount of \$11,627.50 which is 50% of the Provincial Grant of \$23,255.00
MOVED by Councillor Smith to submit the letter of request to the County of Grande Prairie No. 1 for the amount of \$11,627.50 for FCSS grant funding. **CARRIED 10/20/233**
- c. Request for Decision: Grande Prairie Regional Recreation Committee
On June 16, 2020, Administrative representatives of the Grande Prairie Regional Recreation Committee were directed to seek approval on funding for the 2021 contract position renewal for the Regional Recreation Coordinator. Upon approval of the contract renewal the Village of Hythe contribution will be \$500 in addition to staff time. Administration advised that Council may appoint a staff member as a representative for the Village of Hythe which will allow appointed representative will have voting rights at the Elected Officials meeting. Administration recommended Council consider the value that the Grande Prairie Regional Recreation Committee brings to the Village of Hythe and further direct administration.
MOVED by Deputy Mayor Hewitt to approve the funding to renew the contract position for the Regional Recreation Coordinator. **CARRIED 10/20/234**
- MOVED** by Deputy Mayor Hewitt to appoint Community Development Clerk, Chelsea de Ruiters as the representative for the Village of Hythe on the Grande Prairie Regional Recreation Committee. **CARRIED 10/20/235**
- MOVED** by Deputy Mayor Hewitt to submit a spray park application to the Grande Prairie Regional Recreation Committee for support as a regional facility due to location and distance from other facilities. **CARRIED 10/20/236**
- d. Request for Decision: Beaverlodge RCMP Detachment Administration Employee Agreement
An RCMP Municipal Employee/Administrative Clerk was approved and cost split by the County of Grande Prairie, Town of Beaverlodge, Town of Wembley, Village of Hythe and Horse Lake First Nations for the last 10+ years. The discussion to renew this contract was prompted due to the upcoming expiry date, December 15, 2020, a media announcement that Beaverlodge RCMP is getting another provincially funded administrative position, Municipal budget cycles and current economic conditions; and New Police Funding Regulations on April 1, 2020 whereby municipalities will begin to pay for policing services in 2021 that they previously did not have to pay for. Administration recommended Council not renew the RCMP Beaverlodge Municipal Employee Agreement that expires December 31, 2020 and provide notice to the Town of Beaverlodge as the Administrator of the Project.
MOVED by Councillor Miller that the Village of Hythe not renew the RCMP Beaverlodge Municipal Employee Agreement and further provide notice to the Town of Beaverlodge and the Beaverlodge RCMP Detachment. **CARRIED 10/20/237**
- e. Request for Decision: Outdoor Skating Rink
A member from the public brought forward the request for an outdoor skating rink in the Village. There has been question as to whether public skating will be held at the arena this year due to COVID-19 response procedures. Fire Chief Landon Reimer provided a quote for building material with a discount offered by Emerson Trail Building Supplies. Administration considered possible locations for a skating rink and determined the day use area at the campground would be well suited as there is a lamp post on the site. Due to limited resources for winter maintenance the suggestion would be to find volunteers to maintain the skating rink throughout the season. This group would also be required to fundraise for the cost of materials in addition to being responsible for set up and take down. The Hythe Fire Department has volunteered services to build the ice for the skating rink. Administration requests Council approve the use of the day use area at the campground as a site for a potential skating rink and staff time to

provide a pathway to the rink and project start up conditional to a community group agreeing to take on the responsibility for the outdoor rink.

MOVED by Councillor Smith to approve the day use area as a location for an outdoor skating rink and staff time to provide a pathway and support; Conditional to a community or volunteer group agreeing to take on the responsibility for the rink; with the requirement of a memorandum of agreement to be approved by Council prior to construction of the skating rink.

CARRIED 10/20/238

- f. Request for Decision: Employee Health and/or Personal Spending Benefit
Administration advised Council that AUMA had reached out to municipalities to promote a personal or health spending account for employees. The AUMA program charges a 9.5% administration fee on all transactions. A survey of neighbouring municipalities in the Grande Prairie Region reflected the benefit have or will be offered to employees in these municipalities. Administration presented a \$500 health spending/personal spending account for employees to be run internally through payroll.
MOVED by Deputy Mayor Hewitt to approve a \$500 personal or health spending account for staff to be managed internally through payroll. **CARRIED 10/20/239**
- g. Request for Decision: Hythe Pioneer Home Care Center Development Request for Variance
Correspondence was received from Clark Builders on behalf of the owners of the new care facility being constructed, requesting a variance to allow for landscaping sloping to the west and south of their boundaries. Administration recommended approval of the variance be conditional to the design and constructions of a drainage swale or other method of control approved by the village of Hythe to prevent damage and conditional to approval by the Hythe and District Agricultural Society of a variance to the south boundary and agreement to a drainage control method.
MOVED by Councillor Miller to decline the request of a variance to allow for landscaping sloping to the west and south of their boundaries and to further schedule a meeting to discuss the request with the Hythe and District Agricultural Society. **CARRIED 10/20/240**
- h. Request for Decision: Borrowing Bylaw #559 Fiber Optics Project – 2nd & 3rd Reading
Council had approved the first reading of the Borrowing Bylaw #559 for the Fiber Optics Project in the amount of \$450,000 and advertising in the local paper and the Village of Hythe website occurred with no objections to the borrowing has been received to date. Administration recommended Council approve and adopt second and third (final) reading of Borrowing Bylaw #559.
MOVED by Deputy Mayor Hewitt to approve second reading for Borrowing Bylaw 559 for the Fiber Optics Project in the amount of \$450,000. **Carried 10/20/241**
- MOVED** by Councillor Miller for consideration for a third reading for Borrowing Bylaw 559 for the Fiber Optics Project in the amount of \$450,000. **CARRIED UNANIMOUSLY 10/20/242**
- MOVED** by Councillor Smith to approve third and final reading for Borrowing Bylaw 559 for the Fiber Optics Project in the amount of \$450,000. **CARRIED UNANIMOUSLY 10/20/243**
- i. Request for Decision: Memorandum of Agreement – Municipal Operating Support Transfer
Alberta Municipal Affairs minister the Honorable Tracy Allard provided correspondence to Alberta municipalities for a new Municipal Operating Support Transfer program. Administration advised Council would need to approve entering into a Memorandum of Agreement with the Alberta Government for the Municipal Operating Support Transfer Program where all municipalities will receive \$5,000 in base funding and the remainder will be allocated based on population.
MOVED by Councillor Miller that the Village of Hythe enters into a Memorandum of Agreement with the Alberta Government for the Municipal Operating Support Transfer Program. **CARRIED 10/20/244**
- j. Request for Decision: Construction Contract Award – Exterior Administration Building Update
Council had previously approved upgrading the exterior of the Administration/Municipal Library

building to fix leaks and freshen the building that when completed will showcase the new branding look for the Village of Hythe. A final quote was received and presented to Council, the quote from Oakford Construction to complete the work at a cost of \$46,400. Administration recommended Council approve awarding the construction contract for the administration building exterior upgrade.

MOVED by Deputy Mayor Hewitt to approve awarding the construction contract for the administration building exterior upgrade to Oakford Construction in the amount of \$46,400.

CARRIED 10/20/245

k. Request for Decision: Mutual Aid / Fire Services Agreement – 1 Year Extension

The Mutual Aid/Fire Services Agreement with the County of Grande Prairie expires on December 31, 2020. Council has previously discussed that there are several agreements with the County of Grande Prairie that are expiring and that the Viability Review being underway creates uncertainty around long term agreement negotiations at this time. Further discussions occurring between County of Grande Prairie and Village of Hythe Administrations the suggestion to extend the agreements for one-year period is proposed.

MOVED by Councillor Guise to approve entering into a one-year agreement to extend the terms of the Mutual Aid/Fire Services Agreement as presented to December 31, 2021.

CARRIED 10/20/246

l. Request for Decision: Peace Officer Services Agreement – 1 Year Extension

The Peace Officer Services Agreement with the county of Grande Prairie expires December 31, 2020. As Council had previously discussed in addition to discussions occurring between County of Grande Prairie and Village of Hythe Administrations, the suggestion to extend the agreements for a one-year period is proposed.

MOVED by Mayor Peterson to approve entering into a one-year agreement to extend the terms of the Peace Officer Services Agreement as presented to December 31, 2021.

CARRIED 10/20/247

m. Request for Decision: Animal Control Services Agreement – 1 Year Extension

The Animal Control Services Agreement with the County of Grande Prairie expires December 31, 2020. As Council had previously discussed in addition to discussions occurring between County of Grande Prairie and Village of Hythe Administrations, the suggestion to extend the agreement for a one-year period is proposed.

MOVED by Councillor Miller to approve entering into a one-year agreement to extend the terms of the Animal Control Services Agreement as presented to December 31, 2021.

CARRIED 10/20/248

n. Request for Decision: Assessment Services Contract – 1 Year Extension

The Assessment Services Contract with the County of Grande Prairie expires December 31, 2020. As Council had previously discussed in addition to discussion occurring between County of Grande Prairie and Village of Hythe Administrations, the suggestion to extend the agreement for a one-year period is proposed.

MOVED by Deputy Mayor Hewitt to approve entering into a one-year agreement to extend the terms of the Assessment Services Contract as presented to December 31, 2021.

CARRIED 10/20/249

o. Request for Decision: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 5

Notification was received from ATCO Gas and Pipelines Ltd that the municipality has the ability to change the franchise fee percentage in 2021. A request to do so is required by November 1st. In the Village of Hythe the current percentage is 12%. Administration requested council consider the franchise rate for the 2021 year and recommended to maintain the current franchise fee rate.

MOVED by Councillor Smith to maintain the current ATCO Gas and Pipelines Ltd. Rate of 12% for 2021.

CARRIED 10/20/250

p. Request for Decision: Organizational Meeting – November 2, 2020

On an annual basis in the fall, Council holds an organizational meeting to appoint members to represent the Village of Hythe on various committees. At this same meeting, a schedule of meetings for 2021 are set by Council. Specific notification of the Organization meeting is

required, and administration is proposing Monday, November 2, 2020 be designated for the organization meeting.

MOVED by Mayor Peterson to schedule the Organizational meeting for November 2, 2020.

CARRIED 10/20/251

- q. Request for Decision: Roads Improvement (to be provided at meeting)

Administration presented an estimate provided by Beirsto & Associates for some late season projects in the Village. Council reviewed the work that has been done and what remains for the fall.

MOVED by Deputy Mayor Hewitt that the repairs to 106 Street be cancelled and a drainage review be done in 2021 due to recent repair, and further, that a cost to repair and pave at the end of 100 Street up to the Pioneer Home be requested for Council review.

CARRIED 10/20/252

- r. Request for Decision: Bylaws for Archive

As per Council's request to review and update the Village of Hythe Bylaws, administrative staff has compiled a list of bylaws for Archive. In this process, the Bylaws will not be rescinded and will remain in effect should a reference to the bylaw be required.

MOVED by Mayor Peterson to approve archiving the referenced Bylaws as listed.

8. Correspondence

- a. Forestry Open House – Friday, October 16, 2020 – provided for information
- b. Media Release – Village of Hythe Receives AUMA 2020 Sustainability in Action Award – provided for information
- c. County Council Highlights – provided for information
- d. Interim Alberta Police Advisory Board Survey Request
The Interim Alberta Police Advisory Board provided a link to a Municipal Survey on RCMP Police Services in Alberta. The information collected will help to plan for future focus areas for the RCMP. The Mayor expressed interest in receiving the survey and will be provided the link by administration.
- e. Intermunicipal Meeting
The Intermunicipal meeting will be hosted at Evergreen Park on November 5, 2020. Capacity is limited to 50 people however the option to attend virtually is available. Administration requested RSVP from Council for in person attendance or virtual attendance. Mayor Peterson, Deputy Mayor Hewitt, and CAO Leona Hanson will attend in person; Councillor Sandra Miller will attend virtually.

9. Meetings Attended and Members' Business

Councillor Guise – No meetings attended. Understands that notification has been sent out for unsightly premise violations and would like to know what is the follow up action if the site is not improved or cleaned up. CAO confirmed that staff have been working with property owners for follow up compliance.

Councillor Smith – No meetings attended. Councillor Smith brought forward a concern about the X-ray and Blood Lab at the clinic being closed. Currently people in this area that are in need of these services are being directed to Beaverlodge and Grande Prairie. It was further stated that the Hythe Lab serves a significant population and is great condition. Council agreed to provide correspondence to Alberta Health Services to lobby for the reopening of the Hythe Lab.

MOVED by Councillor Smith to provide correspondence to Alberta Health Services to request that the Hythe medical laboratory remain open to serve the needs of the community.

CARRIED 10/20/253

Mayor Peterson – attended the AUMA Convention. Attended a town hall meeting with Minister Travis Toews and MP Chris Warkentin.

Councillor Miller – Attended the Hythe Municipal Library Board meeting.

Deputy Mayor Hewitt – Attended the Hythe Municipal Library Board meeting.

CAO, Leona Hanson – Administration would like to schedule a date to review the strategic plan. Administration has reviewed the Strategic Plan and noted what has been completed. Some items are ongoing and will continue to be ongoing. There has been a lot of work done in the last year of the 3-5 year Strategic Plan. Administration has begun the process for development of an investment attraction package and now is a good time to focus on what Council would like to put as the focus for these packages. Administration requested Council review the updated notes on the Strategic Plan and help set a date for a meeting to further discuss the focus for an Investment Attraction Package and other priorities.

10. Closed Session

MOVED by Councillor Miller to go into closed session at 8:19 p.m.

CARRIED UNANIMOUSLY 10/20/254

- a. Intermunicipal Document review
- b. Contract; Fiber Optic
- c. Human Resources
 - i. Contract Services Review
 - ii. Positions Review

MOVED by Deputy Mayor Hewitt to go out of closed session at 8:55 p.m.

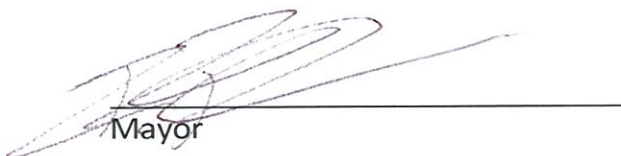
CARRIED 10/20/255

11. Adjournment

MOVED by Councillor Guise that the meeting be adjourned.

CARRIED 10/20/256

Time of adjournment was 8:56 p.m.



Mayor



Chief Administrative Officer