



Town of Hinton
STANDING COMMITTEE MEETING
Agenda
October 27, 2015 - 4:00 PM
Committee Room, Hinton Government Centre

TOWN COUNCIL MISSION
*Council serves the interests of our citizens
to enable our community to reach full
potential.*

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - October 27, 2015

ACTION AND DISCUSSION ITEMS

- | | |
|-------|--|
| 2 - 6 | 1. Key Box Program - Presented by Todd Martens (15 minutes) |
| 7 | 2. Develop a Signature Community Meeting / Gathering Place - Presented by Laura Howarth (10 minutes) |

ADDITIONAL INFORMATION

- | | |
|--------|--|
| 8 - 13 | 1. Urgent Matters from Council |
| | 2. Chief Administrative Officer Status Report |
| | a) Landfill Disclosure - Baker Street/Bradwell Street |
| | b) Dashboard Council Action Pending |
| | c) Other |
| | 3. Legislative and Executive Assistant Logistics Information |

IN CAMERA

1. Deliberative Matter (FOIP)
2. Land Negotiations (FOIP)

ADJOURNMENT

1. Adjournment



TOWN OF HINTON DIRECTION REQUEST

DATE: October 19, 2015

TO: **STANDING COMMITTEE MEETING OF OCTOBER 27, 2015**

FROM: Todd Martens, Fire Rescue & Bylaw Services Manager

REVIEWED BY: Laura Howarth, Director of Community & Protective Services

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: **Key Box Program – Emergency Response Access to Buildings**

Purpose

This item is before Council to:

- a) explain the applicable Alberta Fire Code section requirements and what has prompted attention to this matter;
- b) seek direction on which solution should be explored to mitigate the problem (including funding sources); and
- c) have this item proceed to Regular Council for decision.

Issue

The Alberta Fire Code Division B S.2.5.1.3 requires all buildings that incorporate fire protection equipment, elevator control or door access to provide a key box constructed, keyed and located in a manner acceptable to the authority having jurisdiction. These key boxes are to contain a set or sets of keys or devices required to be used in an emergency. Violations of these mandatory requirements are enforceable by Provincial orders and penalties (as well as local bylaws if they exist).

Having a key box in place allows Fire Rescue (and other emergency agencies) quick and unobstructed access during time sensitive emergencies. Waiting for key holder response has sometimes taken more than 20 minutes, making the likelihood of further property damage and/or personal injury that much greater. Key box systems provide the following benefits when in place:

- ✓ Immediate emergency entry in case of fire, medical or other emergency;
- ✓ Prevent costly forced entry damage to doors and windows (at the building owners expense);
- ✓ Allow emergency responders to gain entry if persons inside cannot open the door;
- ✓ Reduce potential insurance claims, property damage and/or personal injury caused by fire;
- ✓ Increase Fire Rescue and other emergency agency safety, efficiency and effectiveness; and
- ✓ Allow doors to be re-secured after an emergency without the response of a manager or private security assistance.

Of the approximately 415 businesses / properties in Hinton that fall under this section of the Alberta Fire Code, we are aware of approximately 20 that are in compliance; in fact, most have no key box or the keys are outdated. Of the last 25 alarm / structural emergency calls responded to by Hinton Fire Rescue over the last 2 months alone, only 4 were able to be immediately accessed (we are averaging 8 alarm calls per month). In addition, further risk and inefficiency is compounded due to the number of unique keys Hinton Fire Rescue stores for “quick access” from each unique key box.

Administration Comments on Situation / Options

In an effort to better manage a provincially mandated requirement, Council may establish a Rapid Access Key Box Bylaw (Attachment 1). Establishing a bylaw benefits the businesses and other properties in Hinton by allowing Fire Rescue and other emergency responders' quick and efficient access in the event of an emergency. This program will allow the Town to work with the businesses and property owners, getting them to the required standard and ensuring their properties have the most effective protection in the event of an emergency. Critical to the bylaw is providing standardized Town-issued key boxes. It improves efficiency by minimizing key box purchase costs, installations, access, repair, replacement, multiple key storage etc. Adopting one box style and provider contributes to a more successful program and will make the transition easier for current businesses, while creating a seamless process for new businesses. Over time, this program could also be extended to private residential properties (with full purchase and installation costs paid for by the residential property under the proposed bylaw).

The only alternate option to creating a bylaw is to enforce the provincial law requiring property owners to purchase and install their own unique units. This (status quo) would neither maximize the safety, response and efficiency benefits previously listed, nor provide flexibility when enforcing provincial violations. This would, however, give owners the choice of which key box to purchase and install.

In addition to considering a bylaw and adopting a standardized key box program, Council may want to alleviate the potential or perceived burden of this provincial regulation on current business owners by including one of the following funding options into the bylaw:

Current business property owners shall be provided with a standardized key box paid for by the Town:

- *and then be billed for the key box (one time fee) in addition to and at the time of their next business license renewal (approximately \$320 - \$430 each); or*
- *from a one-time increase to the 2016 operational budget of \$132,000 - \$178,000 plus any new business locations each subsequent budget year; or*
- *from the unallocated Automated Traffic Enforcement Reserve (previously solely used for community safety initiatives) of \$132,000 - \$178,000 for 2016 only, with all new businesses in 2017 and beyond being billed directly during their original business license process.*

Administration's Conclusion / Proposed Direction

Administration proposes bringing the draft Rapid Access Key Box Bylaw #1100 (to include the provision Town-issued standardized key boxes and *one funding requirement from the options above* as directed by Council) to Regular Council on November 3, 2015.

Next steps may include Administration's recommendation that Bylaw #1100 receive first and second reading on November 3, 2015, followed by a two week public feedback period, returning for third and final reading on November 17, 2015. This will allow adequate time for public feedback (particularly with the extra week of public awareness starting at this October 27 Standing Committee Meeting), and without jeopardizing 2016 budget implications.

Chief Administrative Officer Comments

This is a Provincial Fire Code requirement that has not been enforced in our Town to date. The bylaw and funding options are reasonable steps to bring us into compliance and lower risk.

Attachment

1. Draft Rapid Access Key Box Bylaw #1100



DRAFT BYLAW #1100
A BYLAW OF THE TOWN OF HINTON
IN THE PROVINCE OF ALBERTA TO REGULATE SAFETY,
HEALTH, WELFARE AND PROTECTION OF PEOPLE AND
PROPERTY IN THE TOWN OF HINTON

WHEREAS the *Municipal Government Act*, Chapter M-26, R.S.A. 2000 and amendments thereto, provides for the regulation, safety, health, welfare and protection of people and property;

AND WHEREAS it is deemed necessary to implement and enforce regulations and controls regarding such;

NOW THEREFORE the Municipal Council of Hinton, Alberta, in session duly assembled enacts as follows:

1. That this Bylaw be cited as "The Fire Department Rapid Access Key Box Bylaw".

DEFINITIONS

2. In this Bylaw, unless the context otherwise states:

- a) "Council" means the Municipal Council of Hinton, Alberta;
- b) "Emergency" shall mean any situation in which there is imminent danger to public safety or of serious harm to property.
- c) "Fire Chief" shall mean a member appointed as head of the Fire Department.
- d) "Fire Department" shall mean the Town of Hinton Fire Rescue & Bylaw Services Department, its Chief Officers, Officers and members and support staff.
- e) "Incident" shall mean any call for service by the Fire Department in which there may be immediate or possible risk of injury or damage to any person or property as designated by the Fire Chief or his designate in charge and shall include any "Emergency".
- f) "Key Box" shall mean a lock box approved for use by the Fire Chief or his designate, used for securely storing the keys to a gate, building, rooms within a building, alarm panels, roof tops and fire suppression equipment and shall comply with the Alberta Fire Code as amended from time to time.
- g) "Key Ring" shall mean a ring kept within the key box to which the required keys for rapid access to the property are kept.
- h) "Key Tag" shall mean a sturdy identification tag identifying the function of each key on the key ring.
- i) "Member" shall mean any person that is a duly appointed member of the Fire Department whether full time, paid-on call or volunteer.
- j) "Owner" shall mean a person having the powers and authority of ownership over a property and is the registered owner of the property under the Land Titles Act; or a person designated to act on behalf of the owner with respect to the private property.
- k) "Peace Officer" shall mean a Community Peace Officer, Bylaw Enforcement Officer, a member of the R.C.M.P and for the purposes of enforcing the provisions of this bylaw the Fire Chief, Deputy Fire Chief, Fire Prevention Officer or their designate.

- l) "Person" shall mean a company, corporation, owner, partnership, firm, association, society or party.
- m) "Property Requiring A Key Box" shall mean any lands or buildings, premises or structures that incorporate fire protection equipment, alarm panels, elevator control or door access, locked common areas or any other property as set forth in the Alberta Fire Code's key box requirements (as amended from time to time) but shall not include a dwelling residence.
- n) "Town" shall mean the Town, City or Municipality of Hinton, Alberta;

SEVERABILITY

- 3. It is declared notwithstanding that any section or sections of this Bylaw or parts thereof, may be found by any court to be bad or illegal or beyond the power of the Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this Bylaw are independent of one another and enacted as such.

KEY BOX REQUIREMENTS FOR PROPERTIES

- 4. All properties deemed as properties requiring a key box under this bylaw shall have installed a key key box that;
 - a) Meets the requirements set forth by the Fire Chief or his designate.
 - b) Contains all necessary keys for rapid access to any main entrance, elevator controls, mechanical and electrical rooms, lock controlled common areas, alarm panels, roof access, locked gate access and fire protection equipment access. All keys shall be kept on a key ring for easy carrying by emergency personnel.
 - c) Contains keys identified for use by means of a key tag.
 - d) Is installed at a location as set forth by the Fire Chief or his designate in accordance with this bylaw and the Alberta Fire Code (as amended from time to time).
 - e) Is kept free and clear of any obstruction and remain not tampered with at all times.
 - f) Is clearly identified as a Fire Department key box through a manner as set forth by the Fire Chief or his designate.
- 5. All properties requiring key boxes shall work in conjunction with the Fire Department through the installation process.
- 6. Any time a key change is made the property Owner shall ensure that keys maintained within the key box are properly updated and identified immediately upon any changes taking place.

KEY BOXES ON PRIVATE DWELLING RESIDENCES

- 7. If at any time a private dwelling residence wishes to join the key box program the property then becomes deemed as a Property requiring a key box and as such is subject to this bylaw in its entirety. A private dwelling residence may choose to opt out of the program at any time but must provide notice to the Fire Department immediately. Any costs associated with joining or leaving the program are at the property owners expense.

ENFORCEMENT AND PENALTIES

- 8. Any enforcement action, including orders and penalties shall be done so through the Alberta Fire Code and Alberta Safety Codes Act as amended from time to time and shall only be carried out by a certified Safety Codes Officer as appointed by the Safety Codes Council.
- 9. This Bylaw shall come into effect on the date of the final passing thereof.

READ A FIRST TIME THIS ___ DAY OF _____, 2015.
READ A SECOND TIME THIS ___ DAY OF _____, 2015.
READ A THIRD TIME THIS ___ DAY OF _____, 2015.

MAYOR

DIRECTOR OF CORPORATE SERVICES



TOWN OF HINTON DIRECTION REQUEST

DATE: October 21, 2015

TO: **STANDING COMMITTEE MEETING OF OCTOBER 27, 2015**

FROM: Laura Howarth, Director of Community & Protective Services

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: **Develop a Signature Community Meeting / Gathering Place
Council Strategic Plan - Strengthen Civic Pride & Community Spirit**

Purpose

This item is before Council to seek direction and provide Administration clarity by defining the:

- 1) issue(s) / interests;
- 2) expected outcome(s); and
- 3) parameters in order for Administration to explore and create options for future Council decision.

Issue

- 1) What need or gap has been identified to prompt this priority? (What problem are we solving?)
- 2) How will Council know the solution and implementation was successful? (What does success look like and what outcome measures are expected?)
- 3) What are Council's parameters upon which Administration should create options for Council to consider?

Administration Comments on Situation / Options

Receiving clarity and direction from Council will help frame the process, scope and scale as Administration moves this Council priority forward. Additional questions for Council's discussion may include, but are not limited to:

- Designed for locals or to attract visitors?
- Indoor space or outdoor space?
- Programmed or free-flow space?
- Using existing resources or new?
(time, money, people, equip. etc.)
- Instead of or in addition to existing spaces?
- All season or targeted season?
- Predetermined location or to-be-determined?
- Town lead / owned or community driven?

Administration's Conclusion / Proposed Direction

In order to meet Council's expectations in an efficient and effective way, Administration proposes that clarity be provided on the three purpose / issue points noted above.

Chief Administrative Officer Comments

Administration is looking for more details on Council's expectations for this item. This will allow us to assign the correct resources to develop the action plan. We are not entirely certain of what you'd like to see.

Date: October 14, 2015

To: **COUNCIL INFORMATION PACKAGE for Council Meeting - October 20, 2015**

From: Mindi Petkau, Land Coordinator

Re: **Land Sales Disclosure for:
234 Baker Street (portion of)
4060 Bradwell Street
366 Fleming Drive**

This memorandum is for the purpose to disclose the specific price, terms and conditions as identified in the Request for Decisions to Council regarding each of the above land sales once the sales are complete. These sales are now complete; the Town of Hinton has received payment and the titles have been transferred to the new owners.

Below is the summary disclosure of each sale:

234 Baker Street - Sale to 1893883 Alberta Ltd.

Now named Cache Percotte Cove; single family residential, cul-de-sac

- Titles transferred August 6, 2015
- Buyer's Conditions:
 - Subdivision
 - Development Agreement
- Seller's Conditions:
 - Council approval
 - Subdivision
 - Development Agreement
 - Letter of commitment from the Buyer re: maximum density units not including secondary suites
- Legal description: Lots 3-19, Block 4, Plan 152 0289
- Area: 2.85 acres
- Zoning: R-1C (Single Family Residential (Class C))
- Price: \$361,442.91

4060 Bradwell Street – Sale to Wilf's Landscaping

- Residential development parcel
- Title transferred August 20, 2015
- Buyer's Conditions:
 - Nil
- Seller's Conditions:
 - Council approval
 - First Right of Refusal by Town for 5 years if no subdivision or development occurs
 - Option to Purchase
 - To purchase back the lands for \$150,000
 - If no subdivision or development occurs
- Legal description: Lot 1, Block 11, Plan 102 4242
- Area: 10.01 acres
- Zoning: FUD (Future Urban Development)
- Price: \$150,000.00

366 Fleming Drive – Sale to 671505 Alberta Ltd.

- Innovista Phase 1 parcel
- Title transferred September 14, 2015
- Buyer's Conditions:
 - Due diligence
- Seller's Conditions:
 - Council approval
- Legal description: Lot 9A, Block 1, Plan 102 1741
- Area: 2.43 acres
- Zoning: MEI (Eco-Industrial)
- Price: \$110,250.00

DASHBOARD: COUNCIL ACTION PENDING

As of October 23, 2015
 (Sorted by Meeting Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Additional Comments
Jun 2003	MD - 0048	When the train station move occurs, that a memorial plaque be placed at that location to respectfully commemorate those who died and were injured in the 1986 train crash and the community's disaster response efforts.	Laura Howarth	31 Oct 2015	Site selection is complete, design is finalized and install is scheduled for the end of October 2015.
Mar 2012	MD - 0436	From Council Planning Session- Prepare approach/options of a social media strategy and how it could be expanded to "go where citizens are at".	Emily Olsen	31 Oct 2015	A social media strategy will be created as part of the communications strategy. Key pieces to the strategy include an editorial plan, scheduling considerations, and an approved public communications policy for administration. Facebook or other identified social media applications would potentially launch in conjunction with the refreshed Town of Hinton website. Mar. 27/15 Date moved to October due to Admin capacity and intricacies of this work.
11 Sep 2012	MD - 0607	2012 Municipal Resource Optimization: Review potential for elimination of commercial waste collection as municipally delivered. Report findings to Finance Manager	Gordie Lee	01 Nov 2015	Developing a 2-phased approach for commercial recycling and garbage collection. Due date moved to Nov./15 with report to Council late Aug./15.
12 Feb 2013	MD - 0739	Review pros/cons of metering water and how to move to phased implementation plan; bring back to council.	Dale Woloszyn	01 Jun 2016	Project Plan to be approved by Council by Dec. 31/15. Will engage CEAC for public feedback.
23 Sep 2014	MD - 1186	After LUB review/updated completed, return "Vacant Land and Under-Developed Land" report back to council	Mindi Petkau	29 Feb 2016	LUB is currently under a review by Administration and ISL. Final Meeting with Council to review final changes before public process.
02 Dec 2014	MD - 1221	Opening Rec Centre on Statutory Days: Continue trial for additional 2-year period; bring attendance results back to Council after that time.	Laura Howarth	01 Dec 2016	Designated stat holidays are being trialed and results will be reported to Council in December 2016.

RATINGS: Green = Normal; Yellow = Caution; Red = Alert

DASHBOARD: COUNCIL ACTION PENDING
 As of October 23, 2015
 (Sorted by Meeting Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Additional Comments
Jan 2015	MD - 1229	Housing Funds Allocation/Municipal Affairs (4 houses): Prepare a plan to allocate the \$1M sale proceeds. SC Direction April 28, 2015 - Send a request to Municipal Affairs in regards to the \$1M from sale proceeds of the Rural and Native Housing to be applied to 1) Habitat for Humanity; 2) Balance of funding to be applied to Hinton's future contribution to the Evergreen facility upgrade; 3) in the event the Evergreen Facility Upgrade is not an option then the balance of the funding to be applied to other projects that meet the criteria	Denise Parent	30 Jun 2015	April 9/15 - Discussion with Don Squires from Capital Initiatives of Municipal Affairs as to project proposals of the sale proceeds within the Town of Hinton. He suggested that Habitat would be a good proposal or any project that supports attainable housing. A letter is to be drafted with proposals for their consideration. April 28/15 - Report went to Standing Committee; May 4/15 - Letter submitted to Housing Development MA requesting transfer of funds, awaiting response. Response delayed due to May 5/15 Provincial election.
Feb 2015	MD - 1302	That Administration provide a similar report on development permit deposits (update) within twelve months to review the status of outstanding deposits.	Wendy Jones	03 Feb 2016	
09 Jun 2015	MD - 1293	The Mayor and CEAC Chair to work together to clarify relationship between CEAC and Council going forward. Come back to Council in the Fall, 2015 with an engagement model to best leverage people.	Mike Schwirtz	01 Nov 2015	Meeting scheduled for Aug. 28/15. Terms of Reference being developed.

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DASHBOARD: COUNCIL ACTION PENDING

As of October 23, 2015
(Sorted by Meeting Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Additional Comments
Jun 2015	MD - 1290	Research all options for the mobile home parks conditions and issues, including roads and number of exits. Bring back to Standing Committee.	Wendy Jones	01 Dec 2015	Fire, Bylaw, Planning and Town Manager met to discuss and evaluate new strategies. The Safer Communities and Neighbourhoods Act of Alberta was reviewed with legal advice and the findings were that this Act does will not support us. Legal is aware of similar issue in another community and is going to review and see what approach we may take. Update Aug 6/15 date moved to allow for further research. Pushing date to December 1, 2015.
Jun 2015	MD - 1295	Gateway Signs: Bring back to Council information on powder coating (reflective paint) and improving landscaping (zero maintenance if possible) for immediate results; with a line item added to the budget for long term results.	Wendy Jones	01 Nov 2015	Looking into cost effective solutions to present to Council.
23 Jun 2015	MD - 1296	Town Campground: Prepare "business case" to install full or partial services at the campground; and/or exit strategy to get out of the campground business by Jan./16.	Wendy Jones	15 Jan 2016	
18 Aug 2015	MD - 1310	Conduct research on possibility of providing lights in the laneway behind Crestwood Hotel.	Gordie Lee	01 Nov 2015	
01 Sep 2015	MD - 1314	Sponsorship Policy: Draft policy for Council to review by end of Dec, 2015.	Laura Howarth	31 Dec 2015	Direction Report is tentatively scheduled for Dec 8/15 Standing Committee Meeting.
01 Sep 2015	MD - 1315	Beaver Boardwalk: Prepare a brochure which includes detailed map of boardwalk; to be included in the 2016 budget.	Mike Schwirtz	31 Dec 2015	Plan is in place to have brochure produced by end of year.
15 Sep 2015	MD - 1321	ATE Program and Proceeds - Investigate 2 or 3 options for changing the driving behaviours at the Brookhart corner location.	Laura Howarth	30 Jun 2016	Low priority at this time.

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DASHBOARD: COUNCIL ACTION PENDING

As of October 23, 2015
 (Sorted by Meeting Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Additional Comments
Oct 2015	MD - 1324	Schedule a joint meeting between Hinton Municipal Library Board and Hinton Town Council, facilitated by a representative from Municipal Affairs to establish understanding of the related legislation and to identify and/or affirm shared interests.	Laura Howarth	30 Nov 2015	
Oct 2015	MD - 1326	Develop a long term development plan for the Athabasca Riverfront Park	Laura Howarth	15 Jun 2016	
Oct 2015	MD - 1327	Include the installation and maintenance of single permanent concrete washrooms at 408 and 422 Collinge in the 2016 budgets.	Laura Howarth	15 Feb 2016	
Oct 2015	MD - 1328	Include in the 2016 budget improved signage for the Beaver Boardwalk	Laura Howarth	16 Feb 2016	
Oct 2015	MD - 1329	Look at options for placing a seasonal bus stop near the Beaver Boardwalk	Mike Schwirtz	30 Apr 2016	
Oct 2015	MD - 1330	PATCH Project - Bring forward recommendation to advance the project in its entirety to a \$5-6 million dollar buildout to a Regular Meeting of Council in December, 2015 to allow for public feedback and engagement by Council (based on a full buildout).	Wendy Jones	15 Dec 2015	
13 Oct 2015	MD - 1331	Automated Traffic Enforcement Contract: Return for Council decision draft contract with Global Traffic Group Ltd. to include the following scope of services: speed, red light/speed on green, stop sign, crosswalk and distracted driving services.	Laura Howarth	15 Dec 2015	
20 Oct 2015	MD - 1332	Commercial Cardboard Collection: Discuss commercial cardboard collection transition with the Chamber of Commerce for a three-week period; Move towards transition of commercial businesses being responsible for the collection and transportation of their cardboard for recycling purposes allowing a transition period to March 31, 2016	Gordie Lee	31 Mar 2016	

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