



Town of Hinton  
STANDING COMMITTEE MEETING  
Agenda  
January 26, 2016 - 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 - January 26, 2016

**ACTION AND DISCUSSION ITEMS**

**ADDITIONAL INFORMATION**

1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
3. Legislative and Executive Assistant Logistics Information

**IN CAMERA**

1. Deliberative (FOIP)

**ADJOURNMENT**

1. Adjournment

**COUNCIL ACTION PENDING LIST**  
as of January 22, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
10 Jun 2003	Standing	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	Hans van Klaveren	31 Jan 2016	In Progress	Unveiling of the plaque and blessing ceremony takes place at the Train Station House on Monday February 8, 2016 at 1:00pm (30th anniversary date of the event).
06 Mar 2012	Standing	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		30 Mar 2016	In Progress	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 March, 2016 due to Admin capacity and intricacies of this work.
11 Sep 2012	Standing	MD - 0607	2012 Municipal Resource Optimization: Review potential for elimination of commercial waste collection as municipally delivered. Report findings to Finance Manager	Gordie Lee		30 Mar 2016	In Progress	Developing a 2-phased approach for commercial recycling and garbage collection. Due date moved to Nov./15 with report to Council late Aug./15. Garbage collection report moved to spring, 2016.
12 Feb 2013	Standing	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	Pending	Project Plan to be approved by Council by Dec. 31/15. Will engage CEAC for public feedback.
23 Sep 2014	Standing	MD - 1186	After LUB review/updated completed, return "Vacant Land and Under-Developed Land" report back to council	Mindi Petkau		02 May 2016	In Progress	LUB is currently under a review by Administration and ISL. Final Meeting with Council to review final changes before public process.
02 Dec 2014	Regular	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	Hans van Klaveren	01 Dec 2016	In Progress	Designated stat holidays are being trialed and results will be reported to Council in December 2016.

## COUNCIL ACTION PENDING LIST

as of January 22, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
13 Jan 2015	Standing	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	In Progress	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. Nov 2015 followed up with an email as to status. Still waiting for a response.
03 Feb 2015	Regular	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	Pending	
16 Jun 2015	Regular	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	Mike Schwirtz	30 Nov 2016	In Progress	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. Moving date to November, 2016 due to required research.
23 Jun 2015	Standing	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	Mindi Petkau	30 Mar 2016	In Progress	Looking into cost effective solutions to present to Council. Report will come in December, 2015. Report to Council January 12, 2016 where Council provided further direction on lights, flag poles.
23 Jun 2015	Standing	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	Gordie Lee	01 Apr 2016	Pending	

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as of January 22, 2016

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01 Sep 2015	Regular	MD - 1314	Sponsorship Policy: Draft policy for Council to review by end of Dec, 2015.	Laura Howarth	Denise Parent	31 Mar 2016	In Progress	Direction Report to seek clarification on scope is tentatively scheduled for Mar.22.16 Standing Committee Meeting. Preliminary research (reviewed with the CAO) has yielded complicated and conflicting results.
01 Sep 2015	Regular	MD - 1315	Beaver Boardwalk: Prepare a brochure which includes detailed map of boardwalk; to be included in the 2016 budget.	Mike Schwirtz	Emily Olsen	31 Dec 2015	In Progress	Plan is in place to have brochure produced by end of year. Working with a publisher to have brochure ready for Spring, 2016.
01 Sep 2015	Regular	MD - 1345	Proceed with consultant to engage in a 10-year Strategic Plan for the Dr. Duncan Murray Recreation Centre evaluation.	Wendy Jones	Laura Howarth	30 Jun 2016	In Progress	
15 Sep 2015	Regular	MD - 1321	ATE Program and Proceeds - Investigate 2 or 3 options for changing the driving behaviours at the Brookhart corner location.	Laura Howarth	Todd Martens	30 Jun 2016	In Progress	Low priority at this time; preliminary ideas have been generated but full option and impact assessments need to be done.
13 Oct 2015	Standing	MD - 1326	Develop a long term development plan for the Athabasca Riverfront Park	Laura Howarth	Hans van Klaveren	31 Oct 2016	In Progress	Information gathered from operating for a second season / park use will be taken into consideration.
13 Oct 2015	Standing	MD - 1329	Look at options for placing a seasonal bus stop near the Beaver Boardwalk	Laura Howarth	Olga Uloth	30 Apr 2016	In Progress	Preliminary review: the transit bus already stops at the top of Collinge Road and Mountain Street (1/2 block from the Beaver Boardwalk entrance). Creating a seasonal stop for summer tourists would alter the timing of the entire route and regardless, would not provide a direct route to the attraction from the Visitor Centre at Green Square. A more in depth analysis will be explored before closing the action.
27 Oct 2015	Standing	MD - 1334	Develop a modest grant system to cover part of the cost of going to a standardized box for a key box program.	Laura Howarth	Todd Martens	31 Mar 2016	In Progress	
27 Oct 2015	Standing	MD - 1335	Incorporate terminology around the new and existing buildings on the key box program for a phased in period.	Laura Howarth	Todd Martens	31 Mar 2016	In Progress	
27 Oct 2015	Standing	MD - 1336	Bring the key box bylaw to Regular Council for a decision	Laura Howarth	Todd Martens	31 Mar 2016	In Progress	

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01 Dec 2015	Regular	MD - 1344	Arts Venue Project: Advance as a full build-out costing up to \$6 million with any shortfall in funding (once grants, sponsorships, community fundraising etc. are maximized) to be covered by a maximum \$4.5 million debenture.	Wendy Jones	Laura Howarth	31 Mar 2016	In Progress	Detailed drawings with budget costing is tentatively scheduled to be brought to Council for review March 15, 2016.
19 Jan 2016	Regular	MD - 1346	Draft 2016 Operating & Capital Budgets: Circulate for public feedback for a period of four weeks and bring back to Regular Council for review.	Denise Parent		19 Feb 2016	Pending	