



Town of Hinton  
**STANDING COMMITTEE MEETING**  
Agenda  
October 11, 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 - October 11, 2016

**CITIZENS "MINUTE WITH COUNCIL"**

**ACTION AND DISCUSSION ITEMS**

- |         |  |
|---------|--|
| 2 - 4   | 1. Hinton Geothermal District Energy (HGDE), PRE-FEED STUDY - Presented by Mike Schwirtz (20 minutes)  |
| 5 - 28  | 2. Council Procedure Bylaw #1060 - Presented by Rhonda West (5 minutes)  |
| 29 - 30 | 3. Pre-Organizational Meeting Items - Presented by Rhonda West (5 minutes) <ul style="list-style-type: none"><li>• Council Meeting Dates and Times</li><li>• Council Representation on Boards &amp; Committees</li></ul> |
| 31      | 4. Citizen Engagement Budget (Overview) - Presented by Denise Parent (5 minutes)   |

**ADDITIONAL INFORMATION**

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

**IN CAMERA**

1. Confidential Consultation (FOIP)

**ADJOURNMENT**

1. Adjournment



# TOWN OF HINTON DIRECTION REQUEST

**DATE:** October 7, 2016

**TO:** **STANDING COMMITTEE MEETING OF OCTOBER 11, 2016**

**FROM:** Mike Schwirtz, Chief Administrative Officer

**RE: HINTON GEOTHERMAL DISTRICT ENERGY (HGDE), PRE-FEED STUDY**

## **Purpose**

Administration is seeking direction from Council to provide \$225,000 from our Automated Traffic Enforcement (ATE) reserve to fund the Pre-FEED study to determine the feasibility of the Hinton Geothermal District Energy Project (HGDE).

## **Issue/Background Information**

On September 20, 2016, the Town of Hinton announced a partnership with Epoch Energy to advance Hinton Geothermal District Energy in our region; an innovative district energy heating system leveraging heat energy from deep, hot reservoirs in the Hinton area as well as a future goal of geothermal power generation.

Pre- feasibility work has been ongoing and managed by Epoch Energy, with input from the Town of Hinton, and has included meetings with key stakeholders and potential partners. The Town has entered into a Letter of Intent with Epoch Energy and to move the project forward: we are now at the feasibility stage (Pre-FEED Study), of the project. The Pre-FEED Study, is required to finalize the scope of the district heating facilities, develop a detailed capital and operating cost model, and confirm the economic viability of Hinton Geothermal through a comprehensive financial model.

Phase one of the pilot project includes heating many Town-owned buildings, potentially the Hinton Training Centre, and a local high school. Future phases will explore expanded commercial, institutional and possible residential use of geothermal heat.

## **Administration Comments on Situation**

The Study will cover the characteristics of the geothermal resource, candidate gas wells to be repurposed, likely Project development activities, budgetary costs, timelines and other pertinent project matters. The Study will discuss heat potential based on a review of published and proprietary information in accordance with the Canadian Geothermal Resource Code. Resource production, distribution system and customer service capital requirements will be assessed with Class 5 budgetary cost estimates. A Phase One project economic analysis will be provided with levelized cost and scenario sensitivities.

The Study will identify options, risks and opportunities with financial implications.

## **Study Overview:**

The Study will address resource prospectivity, provide a Class 5 estimate of the costs of resource production facilities, estimated operating costs and identify risks and opportunities relative to both capital and operating costs. The Study will address regulatory requirements and suggest a Project upstream development schedule.

### *Midstream Project - District Energy System*

The Study will make a Class 5 cost estimate of the distribution facilities, estimated operating costs and identify risks and opportunities relative to both capital and operating costs. The Study will address regulatory requirements and suggest a midstream project development schedule.

### *Downstream Project - Customer Energy Services*

The Study will make a Class 5 cost estimate of the interconnection facilities and HVAC replacement equipment recommended to receive service from the distribution system, estimate operating costs and identify risks and opportunities relative to both capital and operating costs. The Study will tier prospective customers based on a hierarchy of heating systems, estimated conversion costs, operating savings, thermal load and load profile, each after correlating potential efficiency retrofit improvements. The Study will provide energy efficiency audits of each of the nine proposed customer buildings to suggest potential energy savings options. The Study will address regulatory requirements and suggest a downstream customer interconnection project development schedule.

### *Project Financial Assessment*

The Study will provide a pretax unlevered financial analysis of the Project with simple payback, rate of return and levelized cost of service outputs.

## **Study Deliverables:**

The Study will analyze and summarize the characteristics of the resource to be produced, the oil and gas wells to be repurposed or new for-purpose geothermal production and/or injection wells to be drilled, the preferred means to contract these activities, process, budgetary costs, timelines and other pertinent project matters. The preliminary assessment of heat potential will be in accordance with the Canadian Geothermal Resource Code. The distribution system and stakeholder service matters will be defined and assessed with timelines and Class 5 budgetary costs. An economic model for the entirety of a first phase geothermal district energy project will be provided with levelized cost and scenario analysis.

## **Project Timeline/Completion**

It is difficult to predict the beginning in time and duration of time required to complete each of the multiple Study tasks within the several subproject (upstream, midstream, downstream) swim lanes. The significant unknowns are relative to technical matters and the engagement of necessary project stakeholders. As a matter of example, the time required for engagement with oil and gas field operators cannot be perfectly predicted. Geothermal repurposing technical matters and the number of wells to be evaluated remain to be determined. Further, the companion regulatory engagement is an open ended process.

It is expected that the Study work will take approximately 90 days to complete (assuming reasonable stakeholder engagement) and up to 30 days to document. Epoch is prepared to begin work in October 2016 with an anticipated 1Q17 delivery of the draft Study report.

## **Estimated Study Cost**

- The budget for the Study is \$225,000
- Study work will be invoiced monthly with the caveats below
- A retainer of \$45,000 at the outset
- Invoices are net 15-days



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** September 29, 2016

**TO:** STANDING COMMITTEE MEETING OF OCTOBER 11, 2016

**FROM:** Rhonda West, Executive & Legislative Assistant

**APPROVED BY:** Mike Schwirtz, Chief Administrative Officer

**RE:** COUNCIL PROCEDURE BYLAW #1060

### Purpose

This item is before Council to seek direction on any changes to Council Procedure Bylaw #1060.

### Issue

Councillor Taylor served a Notice of Motion brought forward for review at the Regular Meeting of Council on September 20, 2016 with respect to changing parts of Section 27 – Administrative Inquiries. The following motion was passed by Council:

**MACKIN - That Council direct Administration to amend the current Council Procedure Bylaw to include a process whereby if a Councillor requests information providing the rationale for that request (relevancy behind request) that would require it to be provided In Camera, then the Chief Administrative Officer shall provide that information to all council members In Camera at the next council meeting following the request - for discussion at the October 11, 2016 Standing Committee meeting.**

**CARRIED**

### Administration Comments on Situation / Options

The MGA states that a council may adopt bylaws in relation to the establishment, function, procedure and conduct of council. Council Procedure Bylaw #1060 was passed September 21, 2010 and has undergone four (4) amendments. Administration takes pride in the procedure bylaw in that the bylaw goes beyond the standard requirements of procedure and conduct and establishes the following principles of good governance:

- Requests for information are made in a public forum
- All councillors receive the same information at the same time
- All information is public unless it falls under the exceptions outlined in the FOIP Act
- The current bylaw is in compliance with provincial legislation

Administration has reviewed Section 27 – Administrative Inquiries – and proposes the following amendments:

## Section 27 – Administrative Inquiries

1) *A Councillor wishing to request information from the Chief Administrative Officer shall present it as an Information Request.*

*(Information Request would be included in the definitions section as: “Information Request” is an inquiry at a council meeting or which may require some interpretation of current bylaws, policies, procedures or budget, but which can be responded to within ten (10) business days of the request.*

2) *If the Chief Administrative Officer is unable to answer the information request at the same meeting, the Chief Administrative Officer will forward the request to the appropriate official or Town department for a response.*

3) *Unless the information request specifies that the Councillor wishes the information to appear on a subsequent agenda, the response to the information request will be forwarded directly to all Councillors.*

4) *An information request from a Councillor where the Chief Administrative Officer determines:*

- a) has political, budgetary or policy impacts; and/or*
- b) involves a significant amount of administrative time and resources to effectively respond to;*

*requires a resolution of Council to approve before any work is initiated.*

5) *A Councillor who makes an information request for information that falls under one of the exceptions to disclosure as set out in the Freedom of Information and Protection of Privacy Act, shall provide the rationale for that request.*

6) *In response to an information request made under Section 27( 5), the Chief Administrative Officer shall provide the information to all council members at an In Camera session at the next council meeting following the request.*

7) *If a Councillor who has made an information request wishes to withdraw the request, at the appropriate time on the agenda that Councillor shall so inform council.*

### **Administration’s Conclusion / Proposed Direction**

Administration would incorporate “Information Requests” to the Regular and Standing Committee agendas. This would provide Council members a consistent opportunity to obtain information about the operation and affairs of the municipality while maintaining open and transparent procedures of governance.

Administration will bring a revised Council Procedure Bylaw based on the direction provided by Council to the Regular Meeting of Council of October 18, 2016 for formal review.

### **Chief Administrative Officer Comments**

These recommended amendments to the current bylaw are consistent with the principles outlined in this report. This administration has and will continue to support open and transparent operations.



**TOWN OF HINTON**  
**BYLAW #1060-3**  
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA  
FOR THE ORDERLY PROCEEDINGS OF  
COUNCIL MEETINGS AND THE TRANSACTING  
OF BUSINESS BY COUNCIL OF THE TOWN OF HINTON

**WHEREAS** it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

**NOW THEREFORE** the Council of the Town of Hinton, in the Province of Alberta, duly assembled and under the powers conferred upon it by the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, enacts as follows:

**1) Title**

1) This bylaw may be cited as the "Council Procedure Bylaw".

**2) Definitions**

In this bylaw:

"Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;

"Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;

"Administrative Inquiry" is a request from a member of Council to the administration for the future provision of information;

"Agenda" is the items of business of a meeting and the associated reports, bylaws or other documents;

"Chair" means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting;

"Conflict of Interest" refers to a Council member:

- Who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- Whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

"Council" is the municipal Council of the Town of Hinton;

“Council Meetings” are: Regular, Standing Committee, Organizational and Public Hearing meetings of Council;

“Councillor” is a member of Council who is duly elected and continues to hold office;

“General Election” means an election held in the Town to elect the members of Council as described in the *Local Authorities Election Act*;

“In Camera” means a meeting closed to the public at which only Councillors and other persons specified by council may attend at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;

“Inaugural Meeting” means the organizational meeting immediately following the general election;

“Legislative Authority” means the Director of Corporate Services or their designate;

“Mayor” means the chief elected official of the Town of Hinton within the meaning of the *Municipal Government Act* and is a member of Council;

“Member” means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council;

“Minutes” are the record of decisions of a meeting;

“Orders of the Day” means a requirement that the chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;

“Pecuniary Interest” means a pecuniary interest pursuant to Section 169 to 173 of the *Municipal Government Act*;

“Point of Information” is a question to obtain information on the procedures of Council to assist a member to:

- a) make an appropriate motion;
- b) raise a point of order;
- c) understand the procedure, or;
- d) understand the effect of a motion.

“Point of Interest” means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event;

“Point of Order” means a request that the chair enforce the rules of procedure;

“Point of Privilege” is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, conduct, dignity, safety, or reputation of the organization or any individual member;



“Postpone” means to delay the consideration of any matter, either:

- a) to later in the meeting;
- b) to a specified time and/or date;
- c) until the occurrence of an event; or
- d) indefinitely.

“Public Hearing” means a meeting or portion of a meeting that council is required to hold for statutory hearings;

“Quorum” is the minimum number of members that must be present at a meeting for business to be legally transacted;

“Recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;

“Reconsider” means a motion made by a member who voted on the prevailing side of a motion adopted by council with the purpose of retaking the vote on a motion dealt with earlier in that same meeting;

“Refer” means to send a pending motion or agenda item to a council committee or administration for investigation and report;

“Renew” means to bring forward to a later meeting a previously defeated motion;

“Rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;

“Resolution” can also be referred to as a motion;

“Standing Committee” means a committee comprised of all Councilors that conducts itself as a committee of Council;

“Table” means to set a matter aside until a majority decides to address the item again by means of a motion to lift from the table;

“Town Manager” means the chief administrative officer of the Town of Hinton within the meaning of the *Municipal Government Act*, or their designate;

“Two-Thirds Vote” means a favourable vote made by five of seven, four of six, three of five and three of four members.

### **3) Application and Interpretation**

- 1) This bylaw shall apply to council meetings.
- 2) The precedence of the rules governing the procedures of council is:
  - a) the *Act*;
  - b) other provincial legislation;

- c) this bylaw; and
- d) Robert's *Rules of Order*.

3) Council may waive all or part of the provisions of this bylaw for a meeting, if the Councilors present vote unanimously to do so.

#### 4) Titles of chief elected official and other councilors

The chief elected official for the Town of Hinton within the meaning of the Municipal Government Act, is to have the title "Mayor" and a Councilor is to have the title "Councilor".

#### 5) Council Meetings

##### A. Regular Council Meetings

- 1) Unless council by resolution from time to time otherwise determines, regular meetings shall be held in the Government Centre Council Chambers on the first and third Tuesday of each month beginning at 5:00 p.m. For the months of July and August of each year, there shall be one regular meeting of council held on the third Tuesday of each month.
- 2) Council meetings shall adjourn within three (3) hours of commencement unless members of council by a two-thirds majority vote, agree to an extension of time.
- 3) When the date of a regular council meeting falls on a Legal Holiday, the date of the meeting shall be changed to an alternative date by resolution of council, at the regular meeting prior to the Legal Holiday.

##### B. Standing Committee Meetings

- 1) Unless council by resolution from time to time otherwise determines, standing committee meetings shall be held in the Government Centre Committee Room on the second and fourth Tuesday of each month beginning at 4:00 p.m. For the months of July and August of each year, there shall be one standing committee meeting of council held on the second Tuesday of each month.

##### C. Organizational Meeting

- 1) An organizational meeting will be held each year in accordance with the requirements established in the *Municipal Government Act*.
- 2) At the annual organizational meeting, Council will:
  - a) make citizen appointments to Boards & Committees;
  - b) review and formalize the Mayor's recommendation of the appointment of councilors to committees of council;
  - c) conduct other business as identified within the organizational meeting agenda.
- 3) At the organizational meeting immediately following a general municipal election, the Town Manager shall chair the meeting until the Mayor has taken the oath of office.

- 4) As the first order of business at the organizational meeting immediately following a general municipal election, each councilor shall take the prescribed oath of office and affirm the Code of Conduct, as approved from time to time, in addition to those items in Section 5 (C).

D. Public Hearings

- 1) Public hearings are held in conjunction with and prior to the regular Council meeting.

E. Seating in Chambers

- 1) Selection of Council seating in Chambers after each general municipal election shall be determined based on previous experience as a councilor. In the event of a tie, the determining factor for sequence of choice will be total votes received in the municipal election.

**6) Meeting through Electronic Communications**

- 1) Councilors may attend a council meeting by means of electronic communications.
- 2) A councilor may attend a council meeting by means of electronic communications no more than 1/3 of the total council meetings per year.
- 3) A Councilor shall only be permitted to attend a meeting by means of electronic communications if the location in which the meeting is to be held is equipped in a manner such that enables all Councilors participating in the meeting to watch or hear one another.
- 3) A Councilor attending a meeting by electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 4) The Mayor or Deputy Mayor shall announce to those in attendance at the meeting that the Councilor is attending the meeting by means of electronic communications.
- 5) When a vote is called, Councilors attending by means of electronic communications shall be asked to state their vote only after all Councilors present in the meeting have cast their votes by a show of hands.

**7) Notice of Council Meetings**

- 1) Council, by resolution, may change the frequency, time, date or location of any meeting.
- 2) Notification of calling additional, a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
  - a) posting a notice on the Town of Hinton website; and
  - b) posting a notice on the public notice board at Government Centre; or
  - d) newspaper or radio advertisement or announcement.

*MGA – Section 193 - The municipality must give 24 hours notice of the change of date, time or place of a regularly scheduled meeting to councilors and the public.*

## **8) Quorum**

- 1) Quorum of Council is a majority of council members.
- 2) If quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, the Town Manager will record the names of those present and the meeting will be rescheduled.
- 3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.
- 4) If a council meeting is adjourned for failure to constitute a quorum or due to a loss of quorum, the Agenda for that meeting shall be considered at the next scheduled council meeting, unless a Special Meeting is conducted to complete such business.

## **9) Chairmanship of Meetings**

The Chair:

- 1) Opens, chairs and preserves order in council meetings;
- 2) Decides all questions of procedure;
- 3) Ensures that each Councilor who wishes to speak on a debatable motion is granted the opportunity to do so;
- 4) Determines the speaking order when two or more members of Council or others wish to speak;
- 5) Decide who, aside from Councilors, may address Council;
- 6) Chairman assignments are:
  - a) The Mayor chairs all regular, special and organizational meetings of council;
  - b) The Deputy Mayor chairs all Standing Committee meetings and Public Hearings of council;
  - c) The Deputy Mayor chairs council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this bylaw during the absence or incapacity of the Mayor; and
  - d) In the absence or inability of the Mayor and Deputy Mayor to act, the next member of council scheduled to be Deputy Mayor on the roster shall chair council meetings and shall have all the powers and responsibilities of the Mayor under this bylaw;

- e) The Deputy Mayor roster shall be determined by the Mayor and will reflect equally shared responsibilities.

#### **10) Duties of the Town Manager**

The Town Manager shall, subject to the *Act* and the *Town Manager's Bylaw*:

- a) Provide council with information and advice with respect to the operation of the Town;
- b) Review recommendations for resolutions and make them available to Council;
- c) When requested, provide information and advice to council on procedural matters of council;
- d) Record minutes of the meetings of council and provide secretariat functions for Council meetings;
- e) Review proposed bylaws to ensure compliance with this bylaw and to advise council of the existence of complementary and conflicting provisions in other bylaws.

#### **11) Agenda**

- 1) The agenda for each Council meeting is established, reviewed and authorized by the Town Manager and Mayor (or Deputy Mayor in the Mayor's absence).
- 2) All material for inclusion in the agenda shall be completed and added to the electronic agenda package no later than 4:00 p.m. on the Thursday immediately prior to the Tuesday on which the council meeting is held.
- 3) The Town Manager or their designate will distribute the council agenda to council and administration on the Friday prior to the council meeting.
- 4) The agenda and all associated reports, bylaws or other documents (unless they may be withheld under the *Municipal Government Act*, *Freedom of Information & Protection of Privacy Act*, or any bylaw or policy dealing with access to information) will be made available to the general public and media representatives on the Friday prior to the council meeting.
- 5) Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available to council, administration and the media in paper or electronic format as soon as is reasonably possible.
- 6) The first order of business at any council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that council may approve by resolution.
- 7) The order of business at a council meeting shall be the order of the items on the adopted agenda.
- 8) After adoption of the agenda, council may alter the order of the items on the agenda, by majority vote, for convenience of the meeting.

## 12) Delegations and Requests to Council

- 1) A person or delegation wishing to make formal representation directly to council at a regular council meeting shall advise the Town Manager no later than 9:00 a.m. on the Thursday before the upcoming regular meeting of council. The written request shall include the contact information of the person wishing to appear before council along with a brief explanation of the subject to be addressed and the specific request to be made to council.
- 2) Delegations may appear at Standing Committee Meetings at the Mayor's and/or Town Manager's discretion.
- 3) Any delegations wishing to submit written material to council must provide an original copy of material to the Town Manager by the agenda deadline of 9:00 a.m. on the Thursday before a council meeting.
- 4) In questioning persons, members of council will ask only questions of clarification that are relevant to the subject of the delegate's session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- 5) Each person or delegation appearing before council shall be limited to a maximum of ten (10) minutes of presentation time unless council extends this time limit by unanimous resolution.
- 6) Council will entertain any questions/concerns from the general public during delegations upon unanimous consent of the council members present.
- 7) A person may not address council on the same matter that has been decided within the previous six (6) months.
- 8) A person may not address council relating to an undecided matter that has or will be the subject of a public hearing.

## 13) Minutes

- 1) The Town Manager or his or her designate will prepare a written record of all council meetings that includes:
  - a) The names of the members of council present at and absent from the meeting, Town Manager and/or delegated authority and the recording secretary;
  - b) All decisions, other proceedings and outcomes with a disclaimer referring to the agenda package;
  - c) The names of members of the public who speak to an item;
  - d) When the vote on a motion is carried or defeated, the minutes shall reflect "Motion Carried" or "Motion Defeated";
  - e) When a motion is specifically asked to be recorded by a member of council, the minutes shall reflect the number of votes for and against a motion as well as the names of the

members that voted in favour of and the names of those that were opposed to the motion;

- f) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
- g) Any abstentions made as a result of a conflict of interest or pecuniary interest and the reason for the abstention;
- h) The signatures of the Chair and the Town Manager or his or her designate;
- i) A summary of any verbal presentations made if/when a copy of written materials provided by the presenter is not in the agenda;
- j) Any council member may request a correction to the minutes before they are adopted and if the meeting chair senses consensus for the change, the corrections are deemed adopted when the motion to adopt the minutes has carried.

#### 14) Proceedings at Meetings

- 1) All discussion at a meeting of Council is directed through the Chair who may be addressed as “Your Worship”, “Mayor”, or “Mister/Madam Chair”.
- 2) When two or more members wish to speak to a matter, the Chair shall decide who is entitled to speak. A motion may be made that any person who is addressing the Chair ‘be now heard’ or ‘do now speak’ and such motion shall be put without debate.
- 3) A Councilor may ask questions of administration or other Councilors on any motion or amendment to a motion.
- 4) A Councilor may speak to answer questions put by other Councilors.
- 5) When a member of Council wishes to leave the Council Chambers while a Council meeting is in progress:
  - a) the member of Council shall await the formal acknowledgement of the Mayor before leaving; and
  - b) the time of the member’s departure, and return, if any, shall be recorded in the minutes.
- 6) In order to ensure that quorum is not lost, the Mayor may recess the meeting briefly if a member of Council wishes to leave the meeting but intends to return.
- 7) Subject to the *Act*, no Councilor shall leave the council meeting after a question is put to a vote until the vote is taken.
- 8) Council members shall not speak on any matter for longer than ten minutes unless otherwise permitted by the Chair.

**Bylaw #1060 – Council Procedure Bylaw**

- 9) No member shall interrupt any other person who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order or a question of privilege.
- 10) A Councilor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- 11) If a member wishes to raise a point of order or a question of privilege, the member shall, upon recognition, so state and shall then state briefly the grounds of same.
- 12) The Chair may grant permission:
  - a) to the Councilor raising the point to explain the point briefly, and
  - b) to the Councilor who was speaking to respond briefly,but otherwise a point of order or privilege is not debatable or amendable.
- 13) The Mayor or Chair may seek advice from the Town Manager on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.
- 14) The Chair must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member of council to the ruling.
- 15) Any Councilor may challenge the ruling of the Chair on a point of order or privilege and state the terms of the challenge.
- 16) If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair's ruling and then put the question to Council.
- 17) Council shall decide the challenge by majority vote, without debate.
- 18) The decision of Council on the challenge is final.
- 19) If the Chair refuses to put the challenge to Council, Council may request the Deputy Mayor to assume the chair in order that the challenge to the Chair's ruling can be put to Council. The result of the vote is as binding as if conducted under the Chair and the Chair shall abide by the result.
- 20) A point of order or question of privilege shall take precedent over all other business and any appeal shall be determined by a majority vote which shall not be reconsidered or rescinded.

**15) Rules for Motions**

- 1) A motion must be made by a Councilor prior to any debate or vote occurring.
- 2) A seconder to a motion is not required.
- 3) A recommendation in a report is not a motion unless a Councilor moves it.
- 4) Council shall consider only one motion at a time.



- 5) After a motion has been moved, it may not be withdrawn without the majority consent of council.
- 6) The following motions are not debatable by council:
  - a) To raise a point of privilege;
  - b) To call for orders of the day;
  - c) To raise a point of order;
  - d) To withdraw a motion;
  - e) To recess or adjourn the meeting; or
  - f) To challenge a ruling of the Mayor.
- 7) When a motion has been made and is being considered, no Councilor may make any other motion except:
  - a) As set out in section 6) a) to f) above;
  - b) To amend the motion;
  - c) To refer the main motion to standing committee, the administration, a council committee or some other person or group for consideration;
  - d) To postpone consideration of the motion; or
  - e) To table the motion.
- 8) Motions shall have precedence in accordance with the order that they are listed in section 6) and then in section 7) a) to e).
- 9) If a motion is voted on by council, a Councilor who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
- 10) A motion is lost when the vote is tied.
- 11) If a motion fails, the same motion shall not be renewed unless:
  - a) a general municipal election has been held; or
  - b) one year has passed since the date that the motion was defeated.
- 12) Notwithstanding section 11) above, if a motion is defeated, a Councilor may introduce a motion calling on council to renew the motion if:
  - a) a two-thirds majority of council grants leave to a Councilor to introduce a motion calling on council to renew the motion; or
  - b) the Councilor who wishes to have council renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate.
- 13) If a motion succeeds, a Councilor may introduce a motion calling on council to rescind the motion or amend a motion previously adopted provided that the Councilor sets out in writing what special or exceptional circumstances warrant further debate.
- 14) In emergent situations, where previous notice to rescind or amend a motion previously adopted is not practical, a motion to rescind or amend a motion previously adopted shall

**Bylaw #1060 – Council Procedure Bylaw**

require a two-thirds vote of Councilors present at the council meeting at which the rescinding or amending motion is introduced.

- 15) If a motion to reconsider is passed the original motion is on the floor.
- 16) A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.
- 17) Council may consider a matter in camera in accordance with the *Freedom of Information and Protection of Privacy Act*.
- 18) No motions may be made when council is sitting in camera except the motion to return to the public forum.
- 19) Members may ask questions of administration before a motion is made, for the purposes of deciding how to structure/word the motion.
- 20) A motion may be withdrawn by the council member that made the motion any time before voting occurs, provided there is no objection from any council member present. Motions withdrawn in this manner shall not be recorded in the minutes.
- 21) A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion (without adding to its scope) may be incorporated into the original motion if the mover of the motion approves. Only the motion as changed by the friendly amendment shall appear in the minutes.
- 22) When considering approval or acceptance of a document:
  - a) A motion to approve a document provides direction for administration to implement any actions or direction articulated in the document except those requiring council approval through a budget;
  - b) A motion to accept a document as information provides direction for administration to take no action to the document.

**16) Procedure for Administration to Present Items for Council Consideration**

The procedure for the 2-stage discussion of motions shall be:

- a) Administration presents and clarifies with council; and
- b) Discussion among council members.

**17) Amendments to Motions**

- 1) A Councilor who moved a motion may not move an amendment to it.
- 2) Any Councilor, other than the Councilor who moved the main motion, may move to amend a motion.
- 3) The Councilor who moved the main motion may move an amendment to the amendment.

**Bylaw #1060 – Council Procedure Bylaw**

- a) The Mayor shall allow only one amendment to the main motion and one amendment to the amendment to be advanced and considered at a time.
- 4) Council must vote:
  - a) On an amendment to the amendment, if any, before voting on the amendment; and
  - b) On any amendment before voting on the main motion.
- 5) When an amendment is on the floor, council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
- 6) The Chair shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of council.
- 7) Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to council for a vote, incorporating the amendments that have been passed by council.
- 8) Notwithstanding anything in this section, a motion may with the consent of the mover be withdrawn or the wording thereof changed.

**18) Motion to Refer**

- 1) A Councilor may move to refer any motion and any pending amendments to the appropriate Council committee or the administration for investigation and report.
- 2) A motion to refer:
  - a) precludes all further amendments to the motion, until the motion to refer has been addressed by Council;
  - b) is debatable;
  - c) shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
  - d) may be amended only as to the body to which the motion is referred and the instructions on the referral;
- 3) The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.
- 4) Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to that referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

**19) Splitting a Motion**

- 1) When a motion is lengthy, complicated or contains a series of independent issues a Councilor may request that the motion be split into parts so that each part may be voted upon individually. The Chair shall grant this request.
- 2) A Councilor who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.
- 3) The Town Manager may, on the request of the Chair, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by council.

## **20) Tabling Motions**

- 1) A motion may be tabled by a majority vote of council to enable council to deal with other more pressing matters.
- 2) A motion to table:
  - a) Includes all other motions; and
  - b) Takes precedence over any other motionconnected with the motion being tabled.
- 3) A motion that has been tabled may be raised from the table at any time by a majority vote of council.
- 4) If a motion to raise a motion from the table is defeated, it may only be made again after council has addressed some other matter or business.
- 5) When a table motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
- 6) A motion fails if it is not raised from the table within 1 year of being tabled.

## **21) Postponing Motions**

- 1) A motion may be postponed:
  - a) To later in the meeting to enable council to deal with other more pressing matters; or
  - b) To a specified time and/or date; or
  - c) Until the occurrence of an event; or
  - d) Indefinitely.
- 2) A motion to postpone:
  - a) Includes the motion being postponed and all connected amendments; and
  - b) Takes precedence over any other motion connected with the motion being postponed.
- 3) A motion that has been postponed under section 21 1) a) or 21 1) d) may be considered at any time by a two-thirds majority vote of the current council.

- 4) If a motion to consider a postponed motion is defeated, it may only be made again after council has addressed some other matter or business.
- 5) When a motion that has been postponed is brought back to council, it is brought back with all motions connected with it, exactly as it was when postponed.
- 6) If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.
- 7) The effect of the motion to postpone a motion indefinitely is to suppress it throughout the current council term.

## **22) Member Submissions**

- 1) A member wishing to introduce a new matter for consideration may submit a motion and any supporting information, in the form of a request for decision, to the Town Manager in accordance with Section 11 (Agenda).
- 2) If approved for inclusion in the agenda, a request for decision submitted by a member will be included as an action item at the next regular meeting.
- 3) If a request for decision submitted by a council member is not approved for inclusion in the agenda, the member may submit a notice of motion. The notice of motion will appear on the agenda for the next regular meeting.
- 4) A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 5) A notice of motion is not debatable, however, the member presenting the notice may speak to the notice for a period not to exceed five minutes.
- 6) The motion for which notice was given and any supporting documents must be submitted to the Town Manager in the form of a request for decision by 4:00 p.m. on the fourth day following the meeting at which the notice of motion was made.
- 7) The motion on notice shall be added as an action item on the agenda for the subsequent regular meeting.
- 8) Council may waive the requirement for notice by a two-thirds vote and add the matter to the agenda if deemed as urgent business.

## **23) Motion to Recess**

- 1) The Chair, without a motion, may recess the meeting for a specific period of no more than 10 minutes.
- 2) Any Councilor may move that Council recess for a specific period.
- 3) After the recess, business will be resumed at the point where it was interrupted.

#### **24) Motion to Limit or End Debate**

- 1) Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded and when no other person is holding the floor a motion may be made that the question be now put.
- 2) A motion that the question be now put is neither amendable nor debatable and if such motion is passed, the main motion or amendment (as the case may be), shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.

#### **25) Votes of Council**

- 1) Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or as required under common law.
- 2) A Council member shall not vote on a motion if absent from the meeting when the vote is called.
- 3) Votes on all motions must be taken as follows:
  - a) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered;
  - b) The Chair puts the motion to a vote;
  - c) Council members vote by a show of hands or other method agreed to by Council;
  - d) The Chair declares the result of the vote;
- 4) A motion is carried when a majority of Council members at a meeting vote in favour of a motion, unless otherwise specified in this bylaw.
- 5) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
- 6) A question on the results of a vote may be resolved by the Mayor immediately calling for a confirmation of the voting results on the motion.

#### **26) Rules for Bylaws**

- 1) Each proposed bylaw must include a bylaw number and a concise title indicating the purpose of the bylaw.
- 2) The bylaw number and concise title of a proposed bylaw must be included on the agenda of the meeting at which the bylaw is to be introduced.

**Bylaw #1060 – Council Procedure Bylaw**

- 3) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for the first reading.
- 4) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.
- 5) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councilor may move that the bylaw be read a second time.
- 6) Council may not give a bylaw more than two readings at a meeting unless Council members present at the meeting unanimously agree to consider third reading at that meeting.
- 7) Any amendments to the bylaw that are passed by Council before the motion for third reading is passed are deemed to have received first and second reading and are incorporated into the proposed bylaw.
- 8) The Town Manager may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.
- 9) If amendments to the proposed bylaw have been carried, a Councilor may request an opportunity to review the full text of the bylaw as amended prior to third reading and the Mayor shall provide a recess for the Councilor to do so.
- 10) If any reading of a proposed bylaw fails, all previous readings are rescinded.
- 11) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.
- 12) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.
- 13) The Chair and the Town Manager must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- 14) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

**27) Administrative Inquiries**

- 1) A Councilor wishing to make an information request of administration shall present it to council at the appropriate time on the agenda of a council meeting.
- 2) If the Town Manager is unable to answer the information request at the meeting, the Town Manager will forward the request to the appropriate official or body in the Town for a response.
- 3) Unless the information request specifies that the Councilor wishes the information to appear on a subsequent agenda, the information will be forwarded directly to all Councilors.

- 4) If the Town Manager determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the *Freedom of Information and Protection of Privacy Act*, the Town Manager shall file a response with council stating the reasons for withholding the information.
- 5) If the Town Manager determines that the time and cost of compiling the information will be considerable, the Town Manager shall request a resolution of council to approve the request either at the same meeting or a future meeting.
- 6) If a Councilor who has made an information request wishes to withdraw the request, at the appropriate time on the agenda that Councilor shall so inform council.
- 7) Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
  - a) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the Town Manager is required to approve such allocation of resources;
  - b) Additional time is required to prepare the response or compile the requested information.
- 8) Administrative inquiries made directly to the Town Manager will be responded to within two weeks from the date the inquiry was submitted, unless:
  - a) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the Town Manager is required to approve such allocation of resources;
  - b) Additional time is required to prepare the response or compile the requested information.
- 9) Council members will be advised as to when the response to an administrative inquiry will be provided.
- 10) The Town Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and distribute the administrative inquiry and the response to all members of Council.

## **28) Communication to Council**

- 1) Any communication intended for Council will be forwarded to the Town Manager in writing and must:
  - a) be legible, coherent, and respectful; and
  - b) be able to identify the writer and the writer's contact information.
- 2) If the standards set out in section 28 1) are met and the Town Manager determines the communication is within the governance authority of Council the Town Manager will:



**Bylaw #1060 – Council Procedure Bylaw**

- a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councilors prior to or at the meeting at which the agenda is being considered; or
  - b) collect all information necessary for the matter to be included on a future Council agenda for consideration by Council.
- 3) If the standards set out in section 28 1) are met and the Town Manager determines the communication is not within the governance authority of Council, the Town Manager will:
- a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councilors;
  - b) take any other appropriate action on the communication;
  - c) If a Councilor objects to the process determined by the Town Manager, a Councilor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
  - d) If the standards set out in section 28 1) are not met, the Town Manager may file the communication.
- 4) The Town Manager will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

**29) Conduct in Council Meetings**

- 1) The members of the public during a meeting:
  - a) May approach or speak to Council upon permission of the Chair;
  - b) May speak on any matter up to 10 minutes upon permission of the Chair;
  - c) Maintain order and quiet;
  - d) Not interrupt a speech or action of Council or another person addressing the members.
- 2) The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.
- 3) Members of Council during a meeting will not:
  - a) Speak disrespectfully, use offensive words, or un-parliamentary language;
  - b) Address members without permission;
  - c) Carry on a private conversation;
  - d) Break the rules of Council or disturb the proceedings;

- e) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
  - f) Disobey the decision of the Chair on any question of order, practice or interpretation.
- 4) A member of Council who persists in a breach of subsection 3) after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- 5) At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

### **30) Public Hearings**

- 1) "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.
- 2) "Close" used in relation to a public hearing means to terminate the public hearing.
- 3) Public Hearings shall be heard before Regular Meetings of Council.
- 4) The order of presentations shall be in accordance with the policy and procedures for public hearings adopted from time to time by council.
- 5) The Town Manager shall inform council of any written submissions and the numbers in favour of and opposed to the matter.
- 6) Any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the council in person or through an agent.
- 7) The Chairman shall ask each council member if they have any questions of those making submissions.
- 8) Any Councilor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 9) If a public hearing is adjourned, council shall not receive any additional submissions in relation to the subject matter until it reconvenes the public hearing.
- 10) The public hearing must be closed before council votes on second reading of the bylaw which required the public hearing.
- 11) Once the public hearing is closed, council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- 12) If there is more than one public hearing on the agenda, there shall be a motion to adjourn or close one public hearing before the Mayor opens another public hearing.
- 13) Matters that are related to the same topic may be addressed in the same public hearing.

- 14) Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.
- 15) Public meetings shall be conducted according to the procedures for public meetings adopted from time to time by council.

### **31) Adjourning the Meeting**

- 1) When the Mayor is satisfied that all the business and purposes of a meeting have been addressed, the Mayor may adjourn the meeting or request a motion to adjourn the meeting.
- 2) Any Councilor may move to adjourn the meeting at any time.

### **32) Board and Committee Citizen Appointments**


- 1) The Legislative Authority will advertise for citizen members for Town Boards or Committees. Citizen members will submit their application to serve on a Town of Hinton Board Application Form.
- 2) Council shall hold an In Camera Standing Committee meeting to review the citizen applications for Town Boards and Committees.
- 3) Town council will vote for the appointment of citizen members to various Boards and Committees by ballot at a regular or organizational meeting of council;


### **33) Robert's Rules**

- 1) All points of order or procedure not provided for in this bylaw shall be decided in accordance with the rules of parliamentary procedure set for in Robert's Rules of Order.
- 2) If points of order or procedure are not provided for in the Robert's Rules of Order refer to Bourinot's Rules of Order.

This Bylaw comes into force and effect on final reading.

READ A FIRST TIME this 18<sup>th</sup> day of February, 2014.  
READ A SECOND TIME this 18<sup>th</sup> day of February, 2014.  
READ A THIRD TIME this 18<sup>th</sup> day of February, 2014.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES



**2016 / 2017 Council Meeting Schedule**

October 25, 2016 – Standing Committee Meeting

Organizational Meeting Reprints  
 Presented by Rhonda West...  
 Page 29 of 31

November 2016							December							January 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5			6	7	8	9	10	1	2	3	4	5	6	7	
7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
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28	29	30				25	26	27	28	29	30	31	29	30	31					
February							March							April						
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		1	2	3	4				1	2	3	4							1	
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27	28					26	27	28	29	30	31	23	24	25	26	27	28	29		
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May							June							July						
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August							September							October						
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Regular – 4:00 pm
Standing – 4:00 pm
FCM Conference
General Municipal Election
Holiday
Organizational Meeting

**2016-2017 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES**

**X = Member**  
**A = Alternate**

	Councillor Barrow	Councillor Maguhn	Councillor Michaels	Councillor Ostashek	Councillor Taylor	Councillor Young	Mayor Mackin
911 Call Centre Management Committee	X			A			
Community Engagement & Advisory Committee				X			A
Community Futures West Yellowhead	A		X		X		
Disaster Services Committee	X	X				A	X
Evergreen Foundation Board			A				X
Forest Resources Advisory Group				A	X		
Hinton Municipal Library Board		A				X	
Inter-Municipal Committee (Yellowhead County)	X	X	A				X
Hinton Regional Economic Development Coalition							X
Mary Reimer Park Society		A		X			
Nominations Review Committee	A	X	X			X	
Personnel/Council Liaison	X	X		X		A	
West Fraser Pulpmill Advisory Committee					X	A	
West Yellowhead Regional Waste Management			X		A	X	

# MEMORANDUM

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**Date:** October 5<sup>th</sup>, 2016

**To:** Standing Committee Meeting of

**From:** Denise Parent, Director of Corporate Services

**RE:** Citizen Engagement Budget (Overview)

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Council directed Administration on September 13 to bring back information regarding opportunities to expand digital citizen feedback during the 2017 budgetary process.

There a number of communities in Alberta that uses the Citizen Budget online simulator to boost their budget consultations. It is a powerful tool that can help to build better community relations, educate residents and solicit their feedback on the Town's budget consultation. Citizen Budget is an interactive platform that shows the financial impacts of participants' choices in real time, educating them about the trade-offs and constraints faced by their municipality.

Citizen Budget is a product of Open North, a not-for-profit, social enterprise that specializes in the development of innovative online tools that promote greater government transparency and citizen innovative online tools that promote greater government transparency and citizen participation.

The program is mobile friendly and also adaptable for the visually impaired.

The program has multiple modules with the ability to add the following module.

- Highly-innovative suite of budget modules allows you to engage residents in a variety of ways:
- Challenge residents to balance the budget, using real data
- Ask residents to prioritize spending on a large capital project or amongst a variety of capital projects
- Engage residents on costs and associated tax impacts of program and service spending
- Allow residents to vote on allocating dollars to their favourite projects via "Participatory Budgeting"

There are 2 versions of the Citizen Budget that can be implemented.

1) Tax Version (60%) where citizens enter their property value/tax and see the impact of where their dollars are going when additions or reductions are made to the service levels.

2) Balanced Budget (40%) where citizens can see the impact of a decision to increase or decrease services on the total budget. The program can be set to either submit a balanced or unbalanced budget.

Most municipalities limit the questions on the Citizen Budget to ten. Administrations will be providing more information as to process in the next couple of weeks.

The cost for the basic package is \$1,750 which in includes dedicated support, setting up the on-line budget module, hosting and ownership of the date. Add-ons are an additional \$1,000. Overall, the budget is expected to be a maximum of \$5,000.