



**Town of Hinton  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Tuesday, October 18, 2016 - 4:00 PM  
Council Chambers, Hinton Government Centre  
2nd Floor, 131 Civic Centre Road  
Hinton, Alberta**

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

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Page

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Regular Council Agenda - October 18, 2016

**COUNCIL MINUTES FOR ADOPTION**

- 3 - 5 1. Standing Committee of Council Minutes - October 11, 2016

**CITIZENS "MINUTE WITH COUNCIL"**

- 1.

**DELEGATIONS AND PRESENTATIONS**

- 6 - 7 1. Hinton Grant Funding Advisory Committee Community Grant Funding Recommendations - Presented by Kathy Rees and Garth Griffiths

**ACTION ITEMS**

- 8 - 13 1. Community Grant Program Intake #2 Funding Recommendation - Presented by Denise Parent
- 14 - 16 2. Hinton Geothermal District Energy (HGDE) Pre-FEED Study - Presented by Mike Schwirtz
- 17 - 22 3. Bylaw #1104-1 Planning & Development Fees and Charges - Presented by Mike Schwirtz

**INFORMATION ITEMS**

- 23 - 25 1. Council Information Packages #1, #2 and #3 for October 18, 2016

**REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER**

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)
2. Chief Administrative Officer Report



**Town of Hinton  
Regular Meeting of Council  
AGENDA  
October 18, 2016  
Council Chambers**

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**IN CAMERA**

1. Confidential Review (FOIP Section 16)

**ADJOURNMENT**

1. Call for Adjournment of Meeting



## TOWN OF HINTON

Minutes of the Standing Committee Meeting  
held October 11, 2016  
Committee Room

### **Present:**

Mayor Rob Mackin, Councillors Glen Barrow, Ryan Maguhn, Marcel Michaels, Albert Ostashek, Stuart Taylor, Matthew Young

### **Also in Attendance:**

Mike Schwirtz, Chief Administrative Officer, Denise Parent, Director of Corporate Services, Laura Howarth, Director of Community Services, Wendy Jones, Director of Planning & Development, Gordie Lee, Director of Infrastructure Services, Rhonda West, Legislative & Executive Assistant

**Refer to the Standing Committee Meeting Agenda package for [October 11, 2016](#) for detailed background information.**

### **ORDER**

Deputy Mayor Young called the Standing Committee meeting to order. The time was 4:00 p.m.

### **ADOPTION OF AGENDA**

**There was consensus that the agenda be adopted as presented.**

### **CITIZENS "MINUTE WITH COUNCIL"**

Britni Brady, Regional Development Manager, of Junior Achievement Northern Alberta and Northwest Territories, spoke to Council about the non-profit organization. Junior Achievement offers free programs to school done in school and after school and stated that the organization is looking for local volunteers.

### **DELEGATIONS AND PRESENTATIONS**

### **ACTION AND DISCUSSION ITEMS**

1. Hinton Geothermal District Energy (HGDE), Pre-Feed Study

Lisa Mueller, President and CEO of Epoch Energy was in attendance. Jim Goldmann, Vice-President, Business Development and Operations, called into the Standing Committee.

**There was consensus that Council direct Administration to provide \$225,000 from the Automated Traffic Enforcement (ATE) reserve to fund the Pre-FEED study to determine the feasibility of the Hinton Geothermal District Energy Project (HGDE).**

2. Council Procedure Bylaw #1060

**There was consensus to forward the proposed amendment to Section 27 – Administrative Inquiries – to the Regular Meeting of Council on October 18, 2016 with the following amendments:**

Initial

**Section 27 (4) An information request from a Councillor where the Chief Administrative Officer determines that the request has a significant budgetary, resource and/or policy impact requires a resolution of council to approve before any work is initiated.**

**Section 27 (1) An information request may be made via email but will be entered into the public record of the next regular council meeting. This request will include the reasoning behind the information request.**

**There was consensus to direct administration to request a legal review of amended bylaw #1060 (Section 27 only).**

**There was consensus to direct Administration to amend Section 7(1) to reflect a change in the requirement of a council resolution to cancel a council meeting.**

3. Pre-Organizational Meeting Items

**There was consensus to forward the proposed council meeting dates/times and council representation on boards & committees to the Organizational Meeting of Council on October 18, 2016.**

4. Citizen Engagement Budget (Overview)

**There was consensus to accept the report for information.**

**ADDITIONAL INFORMATION**

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

**There was consensus that Town Council be provided the opportunity to review In Camera the ISL agreement including appendices within two weeks.**

**MICHAELS – That Council extend the time for the meeting past 3 hours.**

**CARRIED**

**There was consensus to direct Administration to explore options with respect to upgraded or enhanced Christmas tree lighting in Green Square.**

**There was consensus that Council direct Administration to bring a report to the November 22, 2016 Standing Committee meeting with respect to a discussion on the potential of establishing a social media presence for the Town of Hinton.**

**MOVE IN CAMERA**

**MICHAELS - That the Standing Committee meeting move in camera.**

**CARRIED**

The time was 6:58 p.m.

Initial

**TAYLOR - That Standing Committee meeting revert to regular session.**

**CARRIED**

The time was 7:02 p.m.

**ADJOURNMENT**

**BARROW - That the Standing Committee meeting adjourn.**


**CARRIED**

The time was 7:03 p.m.

\_\_\_\_\_  
Deputy Mayor


\_\_\_\_\_  
Director of Corporate Services

Initial




**Community Grant Program  
Intake #2  
Funding Recommendations**

Presented by Members of the  
Hinton Grant Funding Advisory Committee  
October 18, 2016




**Hinton Grant Funding Advisory Committee  
(HGFAC) Members Reviewing Intake #2:**

- ✓ JoAnn Race (CEAC)
- ✓ Kathy Rees (CEAC)
- ✓ Peter Wilkinson (HMLB)
- ✓ Doug Heine (CEAC)
- ✓ Garth Griffiths (CEAC)




**Policy #078 (ATE Proceeds) defines the Community Grant Program (CGP) as a program that funds:**

- **one-time projects and initiatives** of community organizations
- **Operating expenses** for up to three years within their developmental stage
- **events** that are primarily designed for the general public that *attract* visitors, significantly *contribute* to the local economy and *promote* volunteerism.



**HGFAC Responsibilities:**

- Review, rank and provide recommendations to Council on eligible applications under the CGP using Council-approved eligibility requirements, ranking criteria and weighting measures.
- Make recommendations that reflect the best interests of the community and align with Town Council priorities and vision



**Other HGFAC Requirements**

- Appear as a delegation before Council to address their recommendation for Council decision; and
- Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes and program guidelines.



**Scoring:**

Needs Assessment	20 Points
Cost Benefit Value	20 Points
Degree of Financial Need / Self Help	20 Points
Demonstration of Thorough Project Plan	15 Points
Number of People Impacted & How	10 Points
Financial Stability	10 Points
Credible Previous Project Management	5 Points
<b>TOTAL</b>	<b>100 Points</b>



**15 Applications Evaluated**

Category	# of Applications	Requests	Recommend
Core Funding	1	\$5,000	\$5,000
One-Time Projects	11	\$111,300	\$84,565
Community Events	3	\$37,000	\$27,000
<b>Total</b>	<b>15</b>	<b>\$153,300</b>	<b>\$116,565</b>



QUESTIONS?





## TOWN OF HINTON REQUEST FOR DECISION

**DATE:** October 12, 2016

**TO:** **REGULAR MEETING OF COUNCIL OF October 18, 2016**

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

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

**RE:** Community Grant Program Intake #2 Funding Recommendation

**Hinton Grant Funding Advisory Committee Recommendation:**

*That Council award the Community Grant Program funding Intake #2 a total of \$116,565 as identified in attachment 1.*

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**Concluding Statement**

The Community Grant Program (CGP) provides local non-profit organizations with funding access to maintain, improve or initiate community projects, operations and events. The funds allocated through Intake #2 reflect the best interests of the overall community and align with Town Council priorities and vision.

**Conformance of Recommendation to Existing Laws and Hinton Council Plans**

Conforms with:	Yes/No Partial	Comments
<b>Municipal and Provincial Laws</b>	Yes	Council has the authority under Bylaw #1085 to award net municipal revenues generated from the Automated Traffic Enforcement (ATE) program to the CGP. Automated Traffic Enforcement Proceeds Policy #078 provides for designation of net municipal revenues to be allocated in a manner that enhances and preserves our community; and whereby up to 30% or a maximum \$250,000 shall be allocated annually to the CGP.



<b>Community Sustainability Plan (CSP)</b>	Yes	Strategy 10: Ensure local governments are responsive to the needs of the community. The Hinton Grant Funding Advisory Committee (HGFAC) is made up of citizens who represent a cross-section of the community (Action 3.10.4). The CSP supports the strategy of fostering vibrant non-profit organizations and groups by providing guidance and training support (i.e. effective governance, organizational stability, program delivery, fund development).
<b>Council's Strategic Plan</b>	Yes	Supports Council's Mission: Making decisions to meet the needs of the present without compromising the long-term viability of Hinton. Supports Council's Outcome Statement for a Vibrant Community: The Town of Hinton is home to a number of recreational and cultural amenities and a broad range of services that make Hinton a regional hub, as well as a destination for visitors, newcomers and business. Hinton is a community filled with energy – filled with community pride and spirit.
<b>Long Term Capital Plan or Adopted budget</b>	Yes	Funds allocated to the CGP for 2016 (April and October intakes) total \$250,000. These funds may be distributed between those two intakes at the discretion of Council. Intake #1 allocated \$123,524.

### Background / Introduction

This item is before Council to present recommendations from the HGFAC for awarding funds under the CGP. This is the second of two intakes for allocating funds in 2016. 16 applications were received of which 15 were accepted as they met the specified criteria.

The applications are categorized as follows:

<b>Category</b>	<b># of Applications</b>	<b>Requests</b>	<b>Recommend</b>
Core Funding	1	\$5,000	\$5,000
One-Time Projects	11	\$111,300	\$84,565
Community Events	3	\$37,000	\$27,000
<b>Total</b>	<b>15</b>	<b>\$153,300</b>	<b>\$116,565</b>

The HGFAC members individually, and then collectively, evaluated each of the applications according to the predetermined Council-approved eligibility requirements, criteria and weighting guidelines.

During the Committee's review meeting, all 15 applicants took advantage of the invitation to respond to questions from the committee.

### **Options**

1. Approve funding allocations proposed by the HGFAC totaling \$116,565 (Attachment 1);
2. Approve some other combination of funding allocations as determined by Council; or
3. Refer back to the HGFAC and/or Administration for further review.

### **Administration Assessment of Options and Conclusion**

Since 1999 under the Quality of Live / Community Grant Fund Program, the Town has provided funding to various nonprofit groups in the amount of \$1,149,928.

One of the challenges for the committee when reviewing the applications was the misunderstanding that the community grant is for matching funds, i.e. the group should demonstrate that they can match the requested amount by either some of their own funds or volunteer contribution. A few applications had to be redone to meet the criteria.

The Firefighting Association River Rescue request is returned to the Town for consideration. It was felt that due to the Riverfront Park and activities on the river that this should be reviewed by the Town first before being considered by the Community Grant Program.

### **CAO Comments**

The Community Grant Program continues to be a very popular program and provides funding to numerous community groups. The HGFAC has once again done an excellent job of assessing the submissions and providing their recommendations to Council. I thank them very much for their efforts. The assessment process outlined in the policy has been followed very well.

### **Attachment**

1. Community Grant Program Intake #2 Funding Recommendations.
2. High-level Description of Applicants' Requests (Alphabetical Order)

**Community Grant Program  
2016 - Intake #2**

	<b>Applicant</b>	<b>Request Type</b>	<b>Amount Requested</b>	<b>Total Points</b>	<b>Full Funding</b>	<b>Partial Funding</b>	<b>No Funding</b>	<b>Amount Funded</b>
1	Hinton Water Devils Swim Club - 2017 Swim Meet	Event	<b>\$11,000</b>	94.4	x			\$ 11,000
2	The Hinton Food Bank - Community Cookbook Initiative	One Time	<b>\$5,000</b>	90.2	x			\$ 5,000
3	Hinton Children's Learning Centre - Renewal of Toy Library	One Time	<b>\$6,500</b>	87.4	x			\$ 6,500
4	Hinton Disc Club Association - Phase 3: Course Completion	One Time	<b>\$7,861</b>	85.6	x			\$ 7,861
5	Junior Achievement Northern AB & NWT - Regional Expansion-Hinton	Core Funding	<b>\$5,000</b>	85.6	x			\$ 5,000
6	Hinton Minor Baseball Association - Purchase of Equipment & Uniforms	One Time	<b>\$3,200</b>	85	x			\$ 3,200
7	Hinton Victim Support Services Society - 2017 Spring Gala	Event	<b>\$6,000</b>	82.4	x			\$ 6,000
8	Hinton Nordic Skiers - Biathlon Equipment Purchase	One Time	<b>\$7,500</b>	82.2	x			\$ 7,500
9	Hinton Minor Hockey Association - Hockey Jersey Purchase 2016	One Time	<b>\$18,305</b>	81.6		x		\$ 13,000 (1)
10	BRIDGES - Kitchen Upgrade	One Time	<b>\$3,504</b>	81.2	x			\$ 3,504
11	Yellowhead Regional Arts Festival Society - Creative Workshops	One Time	<b>\$20,000</b>	80.6		x		\$ 18,000 (2)
12	Royal Canadian Legion Branch #249 - Kitchen Upgrading	One Time	<b>\$16,351</b>	76		x		\$ 15,000 (3)
13	Challenge in the Rockies - 2017 Challenge in the Rockies	Event	<b>\$20,000</b>	75.2		x		\$ 10,000 (4)
14	Hinton Boxing Club - Startup Project	One Time	<b>\$7,775</b>	70.2		x		\$ 5,000 (5)
15	Hinton Firefighting Association - River Rescue	One Time	<b>\$15,304</b>	50.6			x	\$ (6)
	<b>TOTALS</b>		<b>\$153,300</b>					\$ 116,565

- (1) Hinton Minor Hockey Jersey Purchase - The matching component is dependent on future fundraising initiatives.
- (2) YRAF Creative Workshops - YRAF is working towards being self-sustainable and the funds should provide a good base to get creative workshops established in the community.
- (3) Legion Kitchen Upgrades - The committee felt that the quote provided could have been a bit lower.
- (4) Challenge in the Rockies - This group has been requesting funds since inception of the event. The committee deemed this group has many opportunities to obtain funding and should be working towards being self-sufficient. The application did not follow the set format and made it more difficult to rank.
- (5) Boxing Club - This is a brand new club and it was felt that it needs to prove itself before providing additional funding.
- (6) Firefighting Association River Rescue - this was deferred back to the Town to consider as either part of its overall budget or to be considered for funding from the Safety Initiatives Reserve fund.



## COMMUNITY GRANT PROGRAM

### INTAKE #2 - 2016

Organization	Request:	Recommendation
<b>BRIDGES</b> <i>Kitchen Upgrades</i> The request is for much needed kitchen upgrades that would allow BRIDGES to better service members, their families and local community	<b>\$3,504</b>	<b>\$3,504</b>
<b>Challenge in the Rockies</b> <i>2017 Challenge in the Rockies</i> The request is for funding the 2017 Spring Break Challenge in the Rockies which provides a five day event for Hinton and area players.	<b>\$20,000</b>	<b>\$10,000</b>
<b>Hinton Boxing Club</b> <i>Start Up Project</i> The request for funding is to cover start up costs for this newly formed group which include: equipment, ring, stereo and computer equipment.	<b>\$7,775</b>	<b>\$5,000</b>
<b>Hinton Children's Learning Centre</b> <i>Renewal of Toy Library</i> The Hinton Children's Learning Centre offers many activities that encourage early learning, literacy and language development and enhanced school readiness. In order to obtain these goals, a toy library is imperative to meet the needs of children of all age groups at the centre.	<b>\$6,500</b>	<b>\$6,500</b>
<b>Hinton Disc Club Association</b> <i>Phase 3 Completion</i> The request for funding is to purchase / install the baskets and necessary signs, thus making the course truly playable. This is phase 3 of 5.	<b>\$7,861</b>	<b>\$7,681</b>
<b>Hinton Firefighting Association</b> <i>River Rescue</i> The request for funding is to purchase river rescue equipment to address the ever growing need for moving water rescue capabilities within our community.	<b>\$15,304</b>	<b>\$0</b>
<b>Hinton Minor Baseball Association</b> <i>Purchase of Equipment and Uniforms</i> The 2016 season saw record numbers of players to date. With the growing number of players comes the need for additional equipment as well as some of the older equipment needing to be changed out.	<b>\$3,200</b>	<b>\$3,200</b>
<b>Hinton Minor Hockey Association</b> <i>Hockey Jersey Purchase 2016</i> Funding requested to provide new hockey jerseys and socks for 4 teams in the 2016 season (2 PeeWee, 1 Bantam and 1 Midget) as the old equipment is worn out. This will also provide consistency with team uniforms.	<b>\$18,305</b>	<b>\$13,000</b>

<b>Hinton Nordic Skiers</b> <i>Biathlon Equipment Purchase</i> The request for funding is for equipment that will provide high quality outdoor recreation opportunities for youth in Hinton as well as assist in attracting tourists due to the hosting of another Provincial Level Biathlon Race in February 2017.	<b>Request: \$7,500</b>	<b>\$7,500</b>
<b>Hinton Victim Support Services Society</b> <i>2017 Spring Gala</i> The Spring Gala is an event that provides funding for services for all victims of crime, tragedy and trauma. Funding requested will be used for hosting the 2017 event.	<b>Request: \$6,000</b>	<b>\$6,000</b>
<b>Hinton Water Devils Swim Club</b> <i>2017 Swim Meet</i> The request is for hosting the 2017 Swim Meet to cover costs including facility rental.	<b>Request: \$11,000</b>	<b>\$11,000</b>
<b>Junior Achievement Northern AB &amp; NWT</b> <i>Regional Expansion to Hinton</i> Junior Achievement Northern Alberta & NWT (JANA) core purpose is to inspire and educate young Albertan to experience free enterprise, understand business and economics, and develop entrepreneurial and leadership skills to include the Hinton area..	<b>Request: \$5,000</b>	<b>\$5,000</b>
<b>Royal Canadian Legion Branch #249</b> <i>Kitchen Upgrading</i> The request is to secure funds to replace flooring and cupboards in the Legion kitchen which will provide a healthier and safer work environment for volunteers.	<b>Request: \$16,350</b>	<b>\$15,000</b>
<b>The Hinton Food Bank</b> <i>Community Cookbook Initiative</i> The request is to create a community cookbook compiled from recipes of members of the community. The cookbook will be available for sale and 100% of the profits will benefit the Hinton & District Food Bank.	<b>Request: \$5,000</b>	<b>\$5,000</b>
<b>Yellowhead Regional Arts Festival Society (YRAF)</b> <i>Creative Workshops</i> YRAF Society provides the opportunity for all members of the community to practice, hone, and showcase their creative skill in a fun, educational and learning atmosphere. Funding will provide a minimum of 24 creative workshops to help foster community spirit, creative growth and volunteerism.	<b>Request: \$20,000</b>	<b>\$18,000</b>



# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** October 12, 2016

**TO:** REGULAR MEETING OF COUNCIL OF OCTOBER 18, 2016

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

**RE:** Hinton Geothermal District Energy (HGDE) Pre-FEED Study

**Recommendation:**

*That Council direct Administration to provide \$225,000 from the Automated Traffic Enforcement reserve to fund the Pre-FEED study to determine the feasibility of the Hinton Geothermal District Energy Project.*

**Concluding Statement**

The feasibility study will provide Hinton Town Council with important information and analysis including options, risks and opportunities with financial implications of the Hinton Geothermal District Energy Project. It will be a key resource in support of grant funding applications from the Provincial and Federal Governments.

**Conformance of recommendation to existing laws and Hinton Council plans**

Conforms with:	Yes/No/Partial	Comments
<b>Municipal and Provincial Laws</b>	N/A	
<b>Community Sustainability Plan</b>	Yes	Sustainability involves living in a way that meets today's needs without compromising the ability for future generations to meet their own needs. With the potential of added costs being placed on the consumer for heat and energy, it is the right time to be looking at alternative energy sources that has the potential of providing options at a reduced cost.
<b>Council's Strategic Plan</b>	Yes	Hinton Town Council serves the interests of citizens to enable our community to reach its full potential by promoting Hinton's strengths and capturing sustainable opportunities
<b>Long Term Capital Plan or Adopted budget</b>	N/A	

**Background / Introduction**

This item is before Council to formally approve the direction provided by Council at the October 11, 2016 Standing Committee meeting.

**Options**

1. Proceed with the Pre-Feed study to determine the feasibility of the Hinton Geothermal District Energy Project;
2. Refer the matter to a future council meeting for review;
3. Refer the matter back to administration for more information;
4. Do not proceed with the feasibility study.

**Administration Assessment of Options and Conclusion**

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:***Upstream Project - Geothermal Resource Production*

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.





# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** October 12, 2016

**TO:** REGULAR MEETING OF COUNCIL OF OCTOBER 18, 2016

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

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

**RE:** Planning & Development Fees & Charges Bylaw #1104-1

**Recommendation:**

*That Council gives Bylaw #1104-1 first reading;*  
*That Council gives Bylaw #1104-1 second reading;*  
*That Council gives Bylaw #1104-1 unanimous consent for third reading;*  
*That Council gives Bylaw #1104-1 third and final reading.*

**Concluding Statement**

It is important to ensure that Town bylaws reflect correct information for the citizens of Hinton.

**Conformance of recommendation to existing laws and Hinton Council plans**

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Council may pass bylaws establishing fees for licenses, permits and approvals
Community Sustainability Plan	N/A	
Council's Strategic Plan	Yes	It is important to maintain open and accountable processes and procedures
Long Term Capital Plan or Adopted budget	N/A	

**Background / Introduction**

This item is before Council to approve Bylaw #1104-1.

**Options**

1. Give Bylaw #1104-1 all three readings;
2. Give Bylaw #1104-1 first and second reading only;
3. Not proceed with Bylaw #1104-1.

**Administration Assessment of Options and Conclusion**

Bylaw #1104 was first presented to Council at the August 16, 2016 Regular Meeting of Council. The Schedule "A" in Bylaw #1104 at first reading is the same that is attached to Bylaw #1104-1. After first reading, there were a number of changes made to the bylaw as a result of the feedback the Town had received from stakeholders and residents. When the bylaw was presented to Council for second

and third readings at the September 6<sup>th</sup> Regular Council Meeting the Schedule "A" was missing the highlighted areas. Under the requirements of the MGA, council must be presented with the full text of the bylaw at first and third readings. As the incorrect schedule was attached to the bylaw for third reading, Administration is bringing back an amendment that reflects the correct schedule (the one that was presented to Council at first reading).

**Chief Administrative Officer Comments**

This error occurred during the final editing of Bylaw #1104 between the first reading and the second and third readings. In an effort to eliminate this type of error from occurring in the future Administration has added an additional check and balance for all bylaws and fees schedules that are presented to Council for adoption. We are also looking into purchasing specific editing software that can help improve accuracy when documents are amended.

I apologize for this error and I assure Council and the public that this has not cost the taxpayer money or resulted in any revenue losses. The error was quickly identified and is presented to Council to be corrected.

**Attachment**

1. Draft Bylaw #1104-1



**TOWN OF HINTON  
BYLAW # 1104-1**

**BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA  
TO PROVIDE FOR PLANNING AND DEVELOPMENT FEES AND CHARGES  
CHARGED BY THE MUNICIPALITY  
FOR DEVELOPMENT PERMIT, SUBDIVISION AND SERVICES**

**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to the "Act") as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; and

**WHEREAS** the Act provides for the establishment of fees for licenses, permits and approvals by bylaw;

**NOW THEREFORE** the Council of the Town of Hinton, duly assembled, hereby enacts, as follows:

1. That the Fees and Charges attached hereto and forming part of this Bylaw as Schedule "A" represents the fees and charges applicable to the Planning and Development services provided by the Town of Hinton.
2. That this Bylaw comes into effect upon receiving third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

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

**Development Permit Fees**

Category	Application Type	Fee	
Residential	New Dwelling Development Permit	\$ 200.00	
	Garages or Dwelling Additions	\$ 75.00	
	Other Accessory Structures Requiring Permits:	\$ 50.00	
	<ul style="list-style-type: none"> <li>• Accessory Building/Structures greater than 10.0 metres<sup>2</sup> and meeting district requirements</li> <li>• Fences and Gates greater than 1.0 metre in height in the Front Yard and greater than 2.0 metres in Side and Rear Yards, meeting district requirements</li> <li>• Flag Poles and Other Poles greater than 4.5 metres in height</li> <li>• Landscaping where the proposed grades will adversely affect the subject or adjacent Parcel</li> <li>• Maintenance where such work includes or constitutes structural alterations</li> <li>• Retaining walls greater than 1.2 metres in height</li> <li>• Satellite Dishes greater than 1.2 metres in diameter directly attached to a roof, side wall or Balcony</li> </ul>		
	<i>Outdoor fire pit, barbecue, fireplace or stove contact Fire Department for Permit.</i>		
	Secondary Suites (Internal & External)	\$ 200.00	
	Development Permit Extension	Half the Application fee	
	Commercial	New Development Permit	\$ 200.00
		plus \$2.00/m <sup>2</sup> on total floor area	
		Additions	\$ 75.00
Exterior Renovations		\$ 200.00	
Change of Use		\$ 100.00	
Industrial	New Development Permit	\$ 200.00	
	plus \$2.00/m <sup>2</sup> on total floor area		
	Additions	\$ 75.00	
	Exterior Renovations	\$ 200.00	
	Change of Use	\$ 100.00	
Multiple Dwelling Residential District	New Development Permit	\$ 350.00	
Home Based Businesses	Home Occupations	\$ 75.00	
	Live/Work Units	\$ 75.00	
	Bed and Breakfasts	per guest room \$ 100.00	
Relocation/Demolition	All Districts - Principal Building	\$ 250.00	
	Accessory Building (over 30m <sup>2</sup> )	\$ 50.00	
Signage	Signs (per sign)	\$ 50.00	
	Billboard Sign	\$ 200.00	
Stripping and Grading	Tree Clearing	\$ 200.00	
	Stripping and Grading	\$ 200.00	
Underground Petroleum Tank	---	\$ 50.00	
Development with No Permit	All	Double Application Fee	

**Additional Fees and Charges may apply subject to the Development**

**Development Permit Deposits**

Category	Application Type	Fee
Residential	New Dwelling (excluding Manufactured Housing)	\$ 2,000.00
	Garage	\$ 1,000.00
	Manufactured Housing	\$ 500.00
	Additions - All Districts	\$ 500.00
Commercial/Industrial Multiple Dwelling Districts	Building - \$5.50 per m <sup>2</sup> of total floor area to a maximum of \$20,000.00 \$500.00 per unit to a maximum of \$20,000.00 \$100.00 per lineal meter of lot/parcel frontage to a maximum of \$20,000.00 Landscaping - \$5.00/m <sup>2</sup> or other conditions, as may be required to a maximum of \$20,000.00	

**Other Services**

Category	Application Type	Fee
Compliance Certificate	Residential	1-3 Business Days \$ 50.00
	Commercial/Industrial	1-3 Business Days \$ 100.00
		24 Hour Turn around time - Fee Doubled
Zoning Certificate	Zoning Certificate	\$ 30.00
Property File Search	Residential	\$ 50.00
	Commercial/Industrial	\$ 100.00
Encroachment Agreements	Change of Ownership - Existing Agreement	\$ 50.00
	Minor - 15 m <sup>2</sup> or less in area OR 0.3 m or less beyond the property line	\$ 50.00
	Major - Greater than 15 m <sup>2</sup> in area and greater than 0.3 m beyond the property line	\$500.00 plus an annual fee of assessed value from the land in which the Encroachment comes from x area of the Encroachment divided by 10
Variance Application	Variance of Standards	\$ 100.00
	Pre-development up to 10%	
	Greater than 10%	\$ 250.00
	Proposed "Leave as Built"	\$ 500.00
	Post Development - Non Compliant	
Statutory Plan Amendments	Cost Estimate will be determined subject to the amendment application	\$ 1,000.00
Public Hearing	Advertising Fee	\$ 600.00
Road Closure	Application for Road Closure	\$ 500.00
Land Disposals	Municipal Reserve Disposal	\$ 500.00
Appeal	Appeal of Subdivision or Development Permit Inter-Municipal Assessment, Review Subdivision and Development Appeal Board (IMARSDAB)	\$ 250.00

## Subdivision Fee Schedule

Category	Application Type	Fee
Residential		\$ 500.00 plus \$100.00/lot created
Commercial		\$ 500.00 plus \$100.00/lot created
Industrial		\$ 500.00 plus \$100.00/lot created
Endorsement	Residential	\$ 100.00 per lot created
	Commercial	\$ 100.00 per lot created
	Industrial	\$ 100.00 per lot created
	Condominium	\$ 40.00 per unit created
Extension	Up to 6 months	\$ 250.00
	Up to a year	\$ 500.00
Revisions	Revision of Subdivision Plan	\$ 250.00
Development Agreements	Agreement	\$ 250.00 plus \$10.00/lot
	Per Revision/Amendment	\$ 50.00

## GIS and Mapping Products

### PRINTING

Product	Size	Note	Fee
Town Maps	Civic Address, Legal Address, Land Use		\$ 15.00
As-Built Plans	per 24 x 36 sheet		\$ 15.00
PDF Printing Requests	Bond	/ft <sup>2</sup>	\$ 1.50
	Glossy	/ft <sup>2</sup>	\$ 2.50
Raster Printing (Aerials, Photos)	Bond	/ft <sup>2</sup>	\$ 2.00
	Glossy	/ft <sup>2</sup>	\$ 3.00
Map Books	Utilities (11 x 17)		\$ 50.00
	Civic /Legal Address (8.5 x 11)		\$ 50.00

### Custom Mapping/GIS Analysis

Includes re-projecting data, changing data formats, data customization, this cost is in addition to regular cost of data

(minimum 1/2 hour) /hour \$ 35.00



**Town of Hinton**  
**COUNCIL INFORMATION PACKAGE #1**  
**(September 21, 2016)**  
**In Advance of October 18, 2016 Regular Council Meeting**

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**PRIORITY ITEMS**

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**CORRESPONDENCE & INFORMATION ITEMS**

- |       |    |   |
|-------|----|---|
| 2     | 1. | Honouring Missing and Murdered Indigenous Women                                     |
| 3 - 4 | 2. | Call for Nominations for Minister's Awards for Excellence in Public Library Service |
| 5 - 6 | 3. | GYPSD Board News  |

**REPORTS & MINUTES FOR INFORMATION**



**Town of Hinton**  
**COUNCIL INFORMATION PACKAGE #2**  
**(October 5, 2016)**  
**In Advance of October 18, 2016 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |   |  |
|---|--|
| 2 | 1. Letter from West Fraser Mills Ltd. re Open Houses on Mountain Pine Beetle |
| 3 | 2. Letter from citizen re Geothermal Project                                 |
| 4 | 3. GYPSD School News   |

**REPORTS & MINUTES FOR INFORMATION**

- |        |  |
|--------|--|
| 5 - 7  | 1. Operating YTD Budget Summary (August 31, 2016)                  |
| 8 - 11 | 2. Approved Hinton Municipal Library Board Minutes - June 27, 2016 |





**Town of Hinton  
COUNCIL INFORMATION PACKAGE #3  
(October 12, 2016)  
In Advance of October 18, 2016 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |   |
|-------|---|
| 2     | 1. Thank you from St. Gregory Catholic School re Inclusive Playground |
| 3     | 2. GYPSD Board News   |
| 4 - 5 | 3. Library Events in October  |

**REPORTS & MINUTES FOR INFORMATION**

- |        |                                   |
|--------|-----------------------------------|
| 6 - 17 | 1. September 2016 Cheque Register |
|--------|-----------------------------------|