



Town of Hinton
STANDING COMMITTEE MEETING
Agenda
December 12, 2017 - 5:00 PM
Committee Room, Hinton Government Centre

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

All Council meetings are scent free.
Please refrain from
wearing scented products

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - December 12, 2017

CITIZENS "MINUTE WITH COUNCIL"

DELEGATIONS

- | | |
|---------|--|
| 2 - 10 | 1. Community Futures West Yellowhead - Presentation by Nancy Robbins |
| 11 - 12 | 2. fRI Research - Presented by Ryan Tew |

ACTION AND DISCUSSION ITEMS

1. Budget Deliberation - Presented by Denise Parent

ADDITIONAL INFORMATION

- | | |
|---------|---|
| 13 - 16 | 1. Urgent Matters from Council |
| | 2. Chief Administrative Officer Status Report |
| | a) Council Action Pending List |
| | 3. Executive Assistant Logistics Information |

IN CAMERA

1. CAO Interim 100-Day Plan Update (Freedom of Information & Protection of Privacy RSA 2000, Chapter F-25, Section 24)

ADJOURNMENT

1. Adjournment

Hinton Council Presentation



Community Futures West Yellowhead

December 2017

Community Futures is Celebrating



Years of Success in the West Yellowhead

2017



Who is Community Futures West Yellowhead?

- ▶ 1 of 8 CF offices in the NorthWest region of Alberta (NW Region)
- ▶ 1 of 27 in Alberta (CFNA)
- ▶ 1 of 96 in western Canada (CF PanWest)
- ▶ 1 of 268 in Canada (CFNC)
- ▶ Community Futures is part of the Western Canada Business Support Network (WCBSN) with various other community economic development organizations in Western Canada and is part Western Economic Diversification (WD)
- ▶ Region covers Jasper, Hinton, Grande Cache, Edson and Yellowhead county (runs from BC border, of Jasper National Park up to “blue bridge” in Grande Cache (including cooperatives of MD of Greenview) to Pembina River but doesn’t include Entwistle)

Role of Members in the Corporation (“the Municipalities”)

- ▶ We are a non-profit corporation under section 9 of the Business Companies Act
- ▶ The five municipalities where we work are the Members of the corporation owning 20% each
- ▶ Those Members can appoint directors as follows: (bylaw 29)
 - ▶ (1) two directors representing the Member as appointed by the Member OR
 - ▶ (2) one director representing the Member as appointed by the Member and allow the Board of Directors to appoint a second director from the Member’s community to represent the Member on the Board of Directors
- ▶ Members usually appoint an alternate as well that can replace the director if required at attendance at General Meetings
- ▶ CFWY does not take financing from the Member municipalities

Operating Funds versus Investment Funds

- ▶ Operating fund = day to day operations of the organization
- ▶ Investment fund = loan funds
- ▶ We are required to have an audit each fiscal year and have Audited Financial Statements
- ▶ Audit occurs in May of each year

WD Requirements: Minimum Performance Standards (MPS)

- ▶ CFWY is assigned minimum performance standards each fiscal year that are presented in our operational plan in January
- ▶ They are based on what is expected from us based on our previous performance and our economic conditions in the region
- ▶ We are then required to meet or exceed these MPS by the end of the fiscal year
- ▶ We report to WD through our quarterly reports on how we are performing on the indicators and maintain a good relationship with our WD officer throughout the year if there are concerns
- ▶ We receive our quarterly funding based on meeting these MPS indicators each fiscal year

WD Requirements: Government of Canada Priorities

2017-2018 Priorities	2018-2019 Priorities
Innovation	Inclusiveness
Clean Technology	Cluster Development
Indigenous Economic Development	
Trade and Investment	
Federal Defence Procurement	

WD Requirements: Core Service Areas

- ▶ We are mandated by WD to offer three core service areas in the West Yellowhead region:
 - ▶ Business coaching
 - ▶ Business training
 - ▶ Business financing
- ▶ We are also expected to provide community economic development in the region through projects and partnerships in the five communities

Business coaching

- ▶ We prefer the term “coaching” over “counselling”
- ▶ Our most popular service is business planning and helping new start ups write business plans
- ▶ We also help with business resources and referrals and answer questions ranging from bookkeeping to marketing to GST
- ▶ We usually meet clients in our office or in other locations throughout the region (i.e. Edson Chamber and Jasper Chamber)
- ▶ Client sessions last from 10 minutes to 120 minutes depending on what they come to see us about.
- ▶ We aim for multiple sessions instead of just one session to help our clients as much as possible

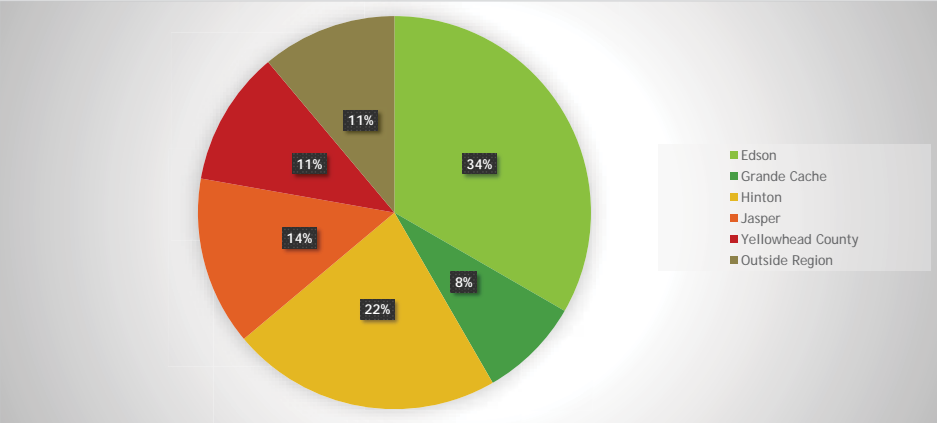
Business training

- ▶ Partnerships and grants are a priority to offering training opportunities
- ▶ Duplication of other organizations does not occur; source of revenue!
- ▶ Investing in Train the Trainer program through CFNA for staff (January)
- ▶ Offerings in 2017-2018:
 - ▶ Junior Achievement (May)
 - ▶ Alberta Open Farm Days bus tour/culinary event (August)
 - ▶ Women and Municipal Election panel and luncheon (September)
 - ▶ Entrepreneurs' Learning Circle (September to December)
 - ▶ Introduction to Results-Based Crowdfunding for Business and Non-Profits (October)
 - ▶ Edson Downtown Revitalization (June and October)
 - ▶ Health and Safety training (January, February, March)
 - ▶ The Importance of Self-Care for Service Providers (January)

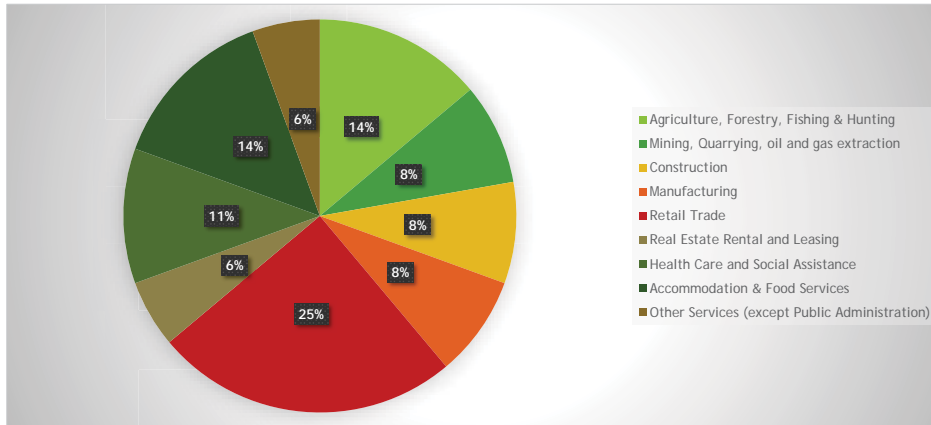
Business Financing

- ▶ We can loan up to \$150,000 to clients for start up, expansion and maintenance of their business
- ▶ We may offer specialized loan (i.e. Edson Beautification Loan)
- ▶ Under \$10,000 approved by GM; over \$10,000 approved by IRC
- ▶ Interest rate is 9% and 7.5% for EDP loans
- ▶ We are a “developmental lender”
- ▶ Clients usually need a bank referral or refusal to access funds
- ▶ Lending is based on the “5Cs”
- ▶ Internal and External Appeals process in place

Current Loan Portfolio breakdown by community (n=36)



Current Loan Portfolio breakdown by sector (n=36)



Community Economic Development

- ▶ We have a mandate of community economic development in the West Yellowhead region
- ▶ All our projects are completed in partnerships - no partners? We don't do the project
- ▶ Partners are not necessarily financial and can be in-kind
- ▶ We try to fund projects through grants

Business Visitation Program

- ▶ Five year project beginning in 2014-2015 and will finish in 2018-2019
- ▶ Involve strategic visits to small and medium size businesses to address “red flags” or immediate needs as well as understanding the long term needs of businesses in these communities
- ▶ Completing an initial study, one year review and two year follow up in each of our communities
- ▶ Jasper and Grande Cache: initial (2014); 1 year (2015); 2 year (2016)
- ▶ Hinton and Yellowhead County: initial (2015); 1 year (2016); 2 year (2017)
- ▶ Edson: initial (2016); 1 year (2017); 2 year (2018)

<http://westyellowhead.albertacf.com/business-visitation-studies>

Entrepreneurs with Disabilities Program

- ▶ This program includes:
 - ▶ Business training; business plan writing assistance; mentoring; loans at a reduced interest rate
- ▶ To qualify, individual must:
 - ▶ Self-declare a disability; live in the region; have a business idea and be able to contribute to the business
- ▶ We access funding through CFNA for this program
- ▶ We also access funds for staff professional development, marketing and projects related to individuals with barriers
- ▶ This program THRIVES on partnerships

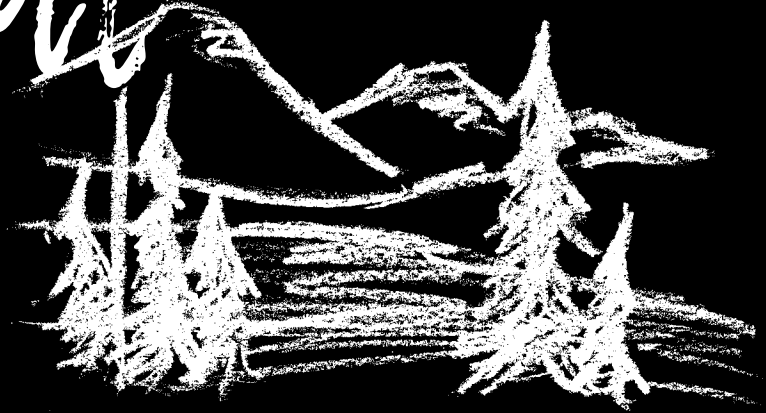
Building Health and Safety Capacity in Small Business

- ▶ Partnership with Community Futures Yellowhead East (Whitecourt)
- ▶ Received \$10,000 in funds to offer Occupational Health and Safety workshops for small businesses in January, February and March 2018
- ▶ Hired a contractor for 18 months (with hopes of expansion based on grant renewals)
- ▶ Our project goals are:
 - ▶ Deliver business training on Occupational Health and Safety to Yellowhead region
 - ▶ Increase procurement capacity with small businesses in Yellowhead region
 - ▶ Have coaching and training tools available to both offices to assist businesses



VALUE FOR Government

For 25 years, fRI Research has been providing the knowledge and tools for government to set land management policy and for industry to follow best practices. As a third party, non-advocacy scientific institute, we are the trusted link between research and practice.



GRIZZLY BEAR POPULATION CENSUS

We completed population inventories in 2004 and 2014 to find out how many bears there are, where they roam, and how that's changing.



PREDICTING MOUNTAIN PINE BEETLE SPREAD

What will MPB do in jack pine forests? Our beetle ecology and biology research is answering this question to help Saskatchewan, Manitoba, and Ontario prepare.



WATERSHED RESILIENCY AND RESTORATION

We are part of Alberta's WRRP, working to identify watersheds for restoration and improve their natural ability to mitigate floods and droughts.



FOOTHILLS STREAM CROSSING PARTNERSHIP

Our protocol for mitigating stream crossings provides a clear standard of best practice and is being used by over 40 companies on 1300+ stream crossings.



EMPOWERING COMMUNITIES FACING MPB

Mountain pine beetle is challenging the social and economic fabrics of communities. We are assessing their resilience and outlining practical strategies for them.



ALBERTA LAND-USE KNOWLEDGE NETWORK

Directed by the Land Use Secretariat, we launched an online course and are creating discussion forums to help municipalities implement their regional plans.



CARIBOU CONSERVATION

60,000+ km of seismic lines crisscross caribou habitat in west-central Alberta. We figured out how to prioritize them for restoration to benefit caribou most.

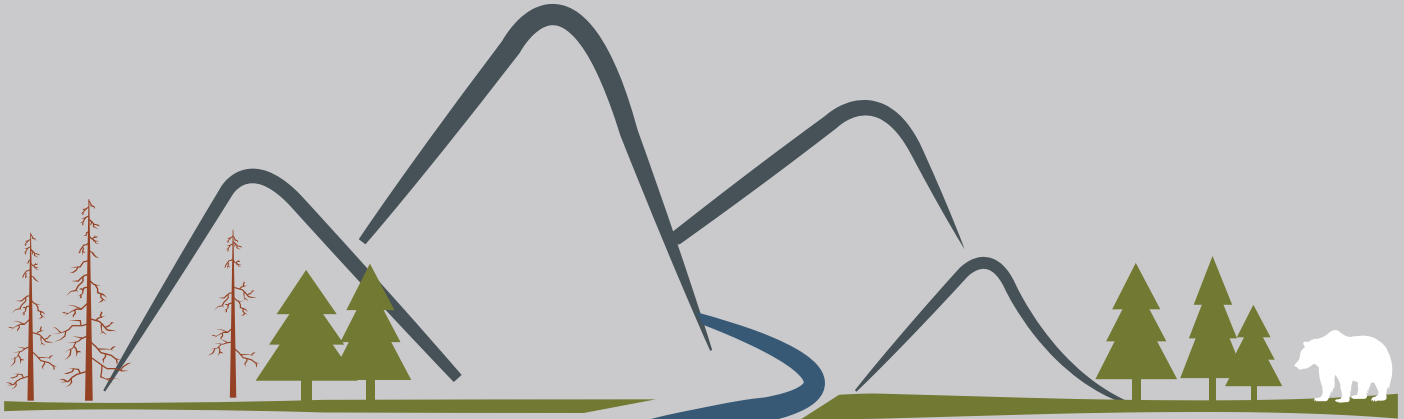


BRINGING INDUSTRIES TOGETHER

Our Foothills Landscape Management Forum integrates the management plans of the forestry and energy industries to bring a unified voice to the table.



FOCUSED ON GOVERNMENT PRIORITIES



PROTECTING COMMUNITIES AND THE ECONOMY

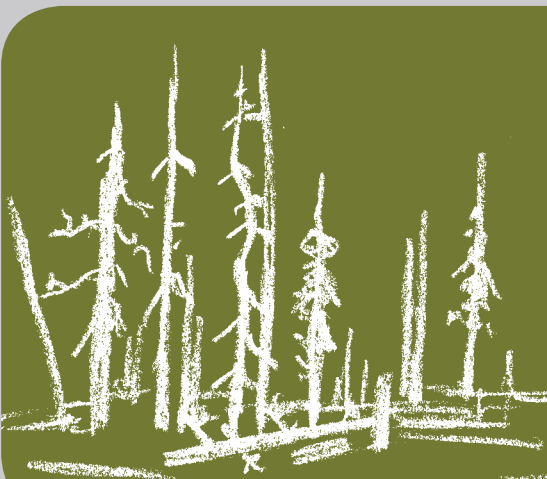
Better hydrology data and models, and new watershed assessment procedures are helping governments mitigate flood risk and protect water sources for municipalities and industry.

Our suite of mountain pine beetle projects are helping land managers detect, predict, treat, and bounce back from the eastward spread of MPB across Canada.

MEETING LEGAL OBLIGATIONS

Federal and provincial governments are required to monitor, research, develop recovery strategies, and ultimately, protect the habitat of species at risk. We are a vital partner at every step.

Our long-standing research efforts on dozens of species, grizzly bear and caribou in particular, continue to inform government efforts to conserve biodiversity in their jurisdiction.



“The key outcome for me representing Agriculture and Forestry at fRI Research, is the collaborative nature of the research agenda and the partnership. We don’t support research for the sake of doing research to publish, we support research to answer the immediate questions required to develop or improve land and resource management policy. The research questions and projects are applicable to all of us as partners, thus allowing us to all move forward with the best science and approach available.”

Bruce Mayer, Assistant Deputy Minister, Alberta Agriculture and Forestry

SUPPORTING STEWARDSHIP

We help industry implement best practices, whether that’s well-site operations that minimize impact on caribou or forest harvesting plans that simultaneously manage for grizzly bear and mountain pine beetle. Through our research, industry stewards can find ever better practices that protect the environment and maintain jobs.

DASHBOARD: COUNCIL ACTION PENDING

As of December 8, 2017

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Multi Staff Responsible	Staff Responsible	Due Date	Status	Additional Comments
Mar 17	MD - 1395	Bring a municipal tax incentive based policy to a future Standing Committee meeting that would cover large scale projects (ie West Fraser Lignin Recovery Plant) in the future.	NONE	Stephane Labonne	31 Dec 2017	Pending	No action taken to date. Low priority with current staffing resources.
May 17	MD - 1404	The Mobile Home Sites Tenancy Act be added to a Standing Committee meeting.	NONE	Stephane Labonne	26 Sep 2017	In Progress	Delayed until Mayor can schedule a meeting with the Minister.
May 17	MD - 1405	Bring Options #3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/17 Standing Committee meeting.		Gordie Lee	26 Sep 2017	In Progress	Costing is being fine-tuned. Consultation with businesses will be scheduled. Direction Report is rescheduled from Sept 12 Standing to Sept 26 Regular to accommodate consultation availability. UPDATE: postponed until new Council with the approval of Mayor Mackin.
18 Jul 2017	MD - 1416	Purchase of a new wildland/bush truck for up to \$125,000 to be funded from the Fire Rescue Reserve	Todd Martens	Stephane Labonne	31 Oct 2017	In Progress	Vehicle is in Edmonton week of Sept 11, 2017 to complete equipment and lighting requirements.
18 Jul 2017	MD - 1417	Approve funding an additional \$100,500 from the Fire Rescue Reserve to compensate for a change in Yellowhead County's anticipated contribution of 50% towards the 2017 projects of 17-0E4 Equipment for Aerial Truck Unit 23 (\$13,000) and 17-0E5 Equipment for Rescue Unit 29 (\$87,500)	Todd Martens	Stephane Labonne	31 Dec 2017	In Progress	Aerial Truck is complete. Rescue Truck equipment is ordered and arriving in stages.

DASHBOARD: COUNCIL ACTION PENDING

As of December 8, 2017

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Multi Staff Responsible	Staff Responsible	Due Date	Status	Additional Comments
Aug 17 2017	MD - 1419	Remove Section 12(8) of the Council Procedural Bylaw		Denise Parent	31 Dec 2017	In Progress	Will be aligned with new Council orientation process and direction.
Aug 17 2017	MD - 1420	That the stop sign program remain suspended and the initiation of the red light program remain on hold until Council can discuss the programs with the ATE Oversight Committee in November.	Todd Martens	Stephane Labonne	30 Nov 2017	In Progress	Discussion will be scheduled during the quarterly ATEOC update at a November Regular Council once meeting dates are set by new Council.
Aug 17 2017	MD - 1423	Bring back the May 23, 2017 report entitled Subsidized and Free Transit Passes to a Standing Committee meeting with additional information on the needs in the community to ensure the inclusiveness in regards to Transit.	Olga Uloth	Laura Howarth	30 Nov 2017	In Progress	Additional information has been gathered, including engagement of the Interagency Committee. CAO advises presentation to Regular Council in January 2018 due to agenda management.
Sep 05 2017	MD - 1425	Begin an immediate review of our current Animal Control bylaw to determine how we can strengthen and enhance it and hold owners accountable. This review should look at how other jurisdictions have addressed similar situations, be non-breed specific and should be brought back to Council with recommendations for changes in a timely manner.	Todd Martens	Stephane Labonne	30 Nov 2017	In Progress	Research is in the early stages; gathering information from other communities and consulting regulatory / legislative parameters.
Nov 07 2017	MD - 1428	Bring the Community Grant Fund Program back to the second Standing Committee meeting in January 2018 for review and discussion regarding possible revision.		Denise Parent	30 Jan 2018	Pending	

DASHBOARD: COUNCIL ACTION PENDING

As of December 8, 2017

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Multi Staff Responsible	Staff Responsible	Due Date	Status	Additional Comments
Nov 17	MD - 1429	Bring a report to Regular Council regarding the revision to the make-up of the Hinton Grant Funding Advisory Committee, Bylaw #1085-1. On December 5, 2017 Council referred the report to the January 30, 2018 to review with MD-1428.		Denise Parent	30 Jan 2018	Pending	
Nov 17	MD - 1433	Revise the Terms of Reference for the Hinton Mountain Pine Beetle Advisory Committee as per Council's request (Alberta Forestry & Agriculture member moved to Ex-officio)		Stephane Labonne	05 Dec 2017	Pending	
Nov 17	MD - 1434	Administration to work with Mayor Michaels to bring forward a complete list of names of individuals to sit on the Hinton Mountain Pine Beetle Advisory Committee, to be approved at the December 5, 2017 Regular Council meeting (or sooner if possible, which would require Council calling a Special Council meeting).		Stephane Labonne	05 Dec 2017	Pending	
Nov 17	MD - 1435	a) Enter into a signed agreement as presented, for the purpose of accepting a financial contribution to complete a Geothermal Feed Study. b) Develop and/or negotiate terms and conditions that establish legally binding Agreements or Addendums with the Ministerial funding bodies, Epoch Energy and others as may be necessary.	Wendy Jones	Stephane Labonne	15 Nov 2017	Pending	
Dec 17	MD - 1436	Refer the report on membership of the Hinton Grant Funding Advisory Committee to the second Standing Committee meeting in January 2018 to be reviewed and discussed with the Community Grant process.		Denise Parent	30 Jan 2018	Pending	
Dec 17	MD - 1437	Write-off property taxes for a total of \$2,254.32 for five demolished manufactured homes previously located at 77, 101, 263 and 314 - 133 Jarvis Street and 65 - 145 East River Road.		Denise Parent	31 Dec 2017	Pending	
05 Dec 2017	MD - 1438	William Dunn and Rick Zroback appointed to the Hinton Mountain Pine Beetle Advisory Committee		Denise Parent	05 Dec 2017	Pending	
05 Dec 2017	MD - 1440	Authorize the CAO to: a) enter into agreements as presented, for the purpose of accepting a financial contribution to complete a Geothermal Feed Study b) enter into an agreement as presented, for the purpose of completing a Geothermal Feed Study		Wendy Jones	31 Dec 2017	Pending	

DASHBOARD: COUNCIL ACTION PENDING

As of December 8, 2017

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Multi Staff Responsible	Staff Responsible	Due Date	Status	Additional Comments
Dec 17	MD - 1441	That the "Grant Funding Agreements" and attachments remain private pursuant to Sections 16, 21, 23, 24 and 25 of the FOIP Act, RSA 2000, Chapter F-25.		Wendy Jones	31 Dec 2017	Pending	

Officer Status Report a) Council Action Pending Lis...