

**Town of Hinton**  
**STANDING COMMITTEE MEETING**  
**Agenda**  
**March 27, 2018 - 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.***

**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 - March 27, 2018

**CITIZENS "MINUTE WITH COUNCIL"**

**ACTION AND DISCUSSION ITEMS**

3 - 9	1. Automated Traffic Enforcement Policy - Presented by Todd Martens
10 - 56	2. Draft Animal Control Bylaw - Presented by Todd Martens
57 - 83	3. Policy #082, Recreation & Parks User Fee Policy - Presented by Laura Howarth
84 - 85	4. Future Water Treatment Plant Feasibility Study - Presented by Wendy Jones

**ADDITIONAL INFORMATION**

86 - 88	1. Urgent Matters from Council
	2. Chief Administrative Officer Status Report - Council Action Pending List
	3. Executive Assistant Logistics Information

**IN CAMERA**

1. External Program Support (Freedom of Information & Protection of Privacy RSA 2000, Section 16, 24)
2. Water Treatment Plant Feasibility Study (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Sections 16, 21, 23, 24 and 25)
3. Personnel Matter (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Sections 23 & 24)

STANDING COMMITTEE MEETING

Agenda

March 27, 2018

**ADJOURNMENT**

1. Adjournment



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** March 22, 2018

**TO:** STANDING COMMITTEE MEETING OF MARCH 27, 2018

**FROM:** Todd Martens, Protective Services Manager

**APPROVED BY:** Denise Parent, Interim Chief Administrative Officer

**RE:** **AUTOMATED TRAFFIC ENFORCEMENT POLICY**

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### **Purpose**

This item is before Council to seek direction on an action item directed by Council in 2017 to bring back an Automated Traffic Enforcement Policy to provide Council and Administration with guidelines on the management the program.

### **Issue**

Currently there is no policy to support the management of the Automated Traffic Enforcement (ATE) program that provides an overarching direction on the implementation of the program to ensure public awareness, fairness and consistency to residents and visitors within the Town of Hinton. ATE is one tool available for traffic safety and follows the Province of Alberta's Automated Traffic Enforcement Technology Guidelines and the Automated Traffic Enforcement Training Guidelines.

The Hinton RCMP Staff Sargent approves all locations based on set criteria evaluating high risk, high frequency, high collision and high pedestrian volume.

Administration is seeking council's input before presenting the policy for approval at a regular council meeting.

**DRAFT**

 <p>THE TOWN OF <b>HINTON</b></p>	<b>AUTOMATED TRAFFIC ENFORCEMENT (ATE) POLICY</b>
	<b>Protective Services (PS) #XX</b>
	<b>Council Approved</b> April XX, 2018
	<b>Next Review Date</b> April XX, 2019

**1.0 POLICY STATEMENT**

1.1 The safety of the community is the guiding factor when choosing enforcement methods for the Town of Hinton. This policy directs the use of Automated Traffic Enforcement Technology, which is one of the tools utilized to ensure community safety.

**2.0 PURPOSE**

2.1 To ensure the use of Automated Traffic Enforcement Technology is recognized as one of the tools available to supplement existing enforcement operations for the improvement of traffic and pedestrian safety in the Town of Hinton.

2.2 To ensure the use of Automated Traffic Enforcement Technology follows the Province of Alberta's Automated Traffic Enforcement Technology Guidelines and the Automated Traffic Enforcement Training Guidelines.

2.3 To ensure the use of Automated Traffic Enforcement Technology is applied with fairness and consistency to residents and visitors within the Town of Hinton.

**3.0 IMPLEMENTATION, OPERATING PROCEDURES & TECHNICAL GUIDELINES**

3.1 This policy shall apply to residents and visitors within the Town of Hinton.

3.2 The use of Automated Traffic Enforcement Technology for the purpose of traffic safety shall include:

- 3.2.1 The issuance of Traffic Violations to vehicle-registered owners violating traffic regulations;
- 3.2.2 Data collection for the purpose of road and traffic evaluations for road safety improvement and overall program monitoring; and
- 3.2.3 Identifying traffic safety concern by either a public inquiry or internal identification process and evaluating using an established site selection assessment tool that has been reviewed/recommended by the Protective Services Manager and approved by the Hinton RCMP Staff Sergeant.

3.3 Priorities from the office of the Solicitor General, Council directives, and input from Administration will be considered through site assessment and data collection in order to

determine the location of Automated Traffic Enforcement Technology for the purpose of traffic safety:

- 3.3.1 **High Risk Locations:** Locations posing a safety risk to citizens or Peace Officers would be at risk through conventional enforcement methods. Examples include, but are not limited to, areas of high vulnerable uses such as school and playground areas, senior homes, high volume roadways with multiple laneways or no shoulders, or active construction areas;
- 3.3.2 **High Frequency Locations:** Areas where there is a high percentage of motorists ignoring or breaking traffic laws on an ongoing basis;
- 3.3.3 **High Collision Locations:** Areas where data indicates a greater frequency of accidents with resulting property damage or probability of injury or death; and
- 3.3.4 **High Pedestrian Volume Locations:** Areas where data indicates a high volume of pedestrian traffic.

- 3.4 The traffic program and any associated agreements related to the use and implementation of Automated Traffic Enforcement Technology shall be the responsibility of the Town of Hinton.
- 3.5 The Protective Services Manager will ensure all operational use has been approved by the Hinton RCMP Staff Sergeant.
- 3.6 The Hinton RCMP Staff Sergeant and Protective Services Manager must ensure that the use and operation of Automated Traffic Enforcement Technology does not contravene the guidelines established by the Province of Alberta or any other relevant legislation.
- 3.7 Notwithstanding advances in technology to conventional inside vehicle-mounted photo enforcement equipment, any changes or additions to photo enforcement tools shall require RCMP and Council approval prior to any application or request going forward to the Alberta Solicitor General's office for their final approval.
- 3.8 Site selection reviews shall utilize Traffic Data from the RCMP or Hinton sources for substantiating criteria to be checked off on each site selection.
- 3.9 As the Police of jurisdiction, the Hinton RCMP is responsible for overseeing the operation of the Automated Traffic Enforcement Program which includes:
  - 3.9.1 Ensuring enforcement is conducted in accordance with the local Traffic Safety Plan;
  - 3.9.2 Directing at which sites Automated Enforcement Technology can be used; and
  - 3.9.3 Setting the periods of operation and duration of enforcement to ensure appropriate distribution of enforcement is applied throughout Hinton,
- 3.10 The Hinton RCMP Staff Sergeant will meet with the Hinton Protective Services quarterly to discuss the Automated Traffic Enforcement program.

3.11 The Protective Services Manager will provide Council with regular quarterly reports outlining, at minimum, data information related to locations, overall violations, specific speed data captured, and any other information required by Council that does not contravene privacy laws.

3.12 Dedicated Revenue Usage:

3.12.1 All net municipal revenues from the Automated Traffic Enforcement program are allocated as per the Automated Traffic Enforcement Proceeds Policy #078.

3.13 Through implementation and as part of the provincial guidelines, Hinton's Automated Enforcement Program shall strive to obtain an overall grade of 90% or higher on a Provincial Audit of the Program.

3.13.1 No more than two (2) tickets for stop signs will be issued to the same vehicle in a 24-hour period.

#### **4.0 SESSION**

4.1 An Enforcement Site Session shall operate for a maximum of two (2) hours plus a 30-minute set up time in any approved zone per day.

#### **5.0 LOCATION**

5.1 A Peace Officer conducting a Photo Enforcement Session will confirm any and all regulatory signage is in place both prior to and following an operating session.

5.2 As per policy and Provincial Guidelines, the location of Photo Enforcement Technology enforcement must be reviewed by both the Protective Services Manager and Hinton RCMP and must be approved by the Hinton RCMP Staff Sergeant.

5.3 As per training, a Peace Officer performing a Photo Enforcement Session shall position their vehicle and/or equipment in a manner that ensures proper operation of the photo technology equipment.

5.4 The placement of a Photo Enforcement vehicle and/or equipment must not hinder any traffic operations and placement must adhere to the Alberta Traffic Safety Act.

5.5 In the event a Peace Officer must deviate the placement of his/her vehicle or equipment in a manner that does not align with the Alberta Traffic Safety Act or regulations, the officer must first obtain permission from the Protective Services Manager or the Hinton RCMP Staff Sergeant. In the event that they are not available, he/she may get permission from the Hinton Senior Peace Officer to utilize a non-conforming photo session. This deviation must ensure clear sight lines of the operating vehicle or equipment and must not pose any reasonable risk to either the operator or opposing traffic.

- 5.6 If specifically directed by Hinton Protective Services Manager, Hinton RCMP Staff Sergeant, or Hinton Peace Officer, a Peace Officer conducting a Photo Enforcement Session may be asked to move, stop, or make changes to a current enforcement session. The officer must comply to the request and record any notes of the change as required.
- 5.7 The Peace Officer will alternate the location of the photo enforcement vehicle when in a residential zone.

## **6.0 DEPLOYMENT CONSIDERATIONS**

- 6.1 The Operators will not exceed the approved hours specified in the contract. In consultation and approval from the Protective Services Manager or the Hinton RCMP Staff Sergeant, the following consideration will be utilized:
  - 6.1.1 Playground and School zones shall be considered high priority and hours of focus should align with normal provincial regulation unless otherwise directed by the Hinton Protective Services Manager or the Hinton RCMP Staff Sergeant; and
  - 6.1.2 Local roads, construction zones, and other areas that may be identified as well as reviewed by Hinton Protective Services Manager and approved by the Hinton RCMP Staff Sergeant shall be included as needed.

## **7.0 VEHICLE & OPERATOR IDENTIFICATION**

- 7.1 All vehicles and automated photo technology equipment utilized for the purposes of traffic enforcement must adhere to all provincial standard requirements and regulations.
- 7.2 The Contractor must provide an updated list to the Protective Services Manager and Hinton RCMP Staff Sergeant with a full description of the vehicle and license plate for all vehicles utilized for enforcement or monitoring sessions. Any Operators covering shifts are also required to provide their information prior to working any shift.
- 7.3 On an annual basis, as per the contract, the Photo Enforcement Contractor shall provide the Town of Hinton with proof of insurance for all its enforcement operations in Hinton, as well as retain a business license.
- 7.4 All Operators doing a Photo Session must carry both the Provincial Peace Officer Authority identification as well as identification of the Contractor they work for. It is required that all enforcement Operators wear a shirt and/or jacket that clearly identifies them as photo enforcement Peace Officers. When required, a magnetized Town of Hinton logo will be included for vehicles and must be on the vehicle while conducting photo enforcement in the Town of Hinton.
- 7.5 All direct interactions with the public need to be recorded and any negative interactions that pose a possible threat to the Officer or equipment must be immediately reported to the RCMP and the Hinton Protective Services Manager.

This policy is subject to any specific provisions of the *Municipal Government Act*, ~~or other~~ relevant legislation, or Union Agreements.

7.6 On an annual basis, the Contractor will provide a list of all Peace Officers providing enforcement services in the Town of Hinton. The Contractor shall provide written notice when there is a change in staff. The Protective Services Manager must be notified prior to casuals working in the Town of Hinton.

## 8.0 SITE SELECTION CRITERIA

8.1 As per the Provincial Guidelines with regards to the Automated Traffic Enforcement Technology, the Protective Services Manager and Hinton RCMP Staff Sergeant will select Automated Traffic Enforcement Technology sites based on one or more of the following criteria:

- 8.1.1 Areas or intersections where conventional enforcement is unsafe or ineffective;
- 8.1.2 Intersections with an identifiable, documented history of offences;
- 8.1.3 Intersections near schools, post-secondary institutions, or other areas of high pedestrian volume;
- 8.1.4 Areas or intersections with an identifiable, documented history of collisions;
- 8.1.5 Areas or intersections with an identifiable, documented history of speeding problems;
- 8.1.6 High-speed or multi-lane roadways;
- 8.1.7 School and/or playground areas or zones;
- 8.1.8 Construction zones; and
- 8.1.9 Areas where the public or a community member has expressed concerns related to speeding.

## 9.0 DISCIPLINE

9.1 The Town of Hinton has the right to ask any Peace Officer to stop working as an Automated Traffic Enforcement operator at any time.

9.2 The Town of Hinton will follow the Solicitor General Policy and Process for complaints Against Peace Officers.

## 10.0 REVIEW DATE

10.1 For the purpose of ensuring that this Policy remains relevant and is reflective of the community's needs, a review will occur by the Protective Services Manager and the Hinton RCMP Staff Sergeant annually, or as directed by Council.

10.2 This policy shall remain in effect if the review date is passed.

## 11.0 DEFINITIONS

11.1 **Automated Traffic Enforcement Technology:** Photo technology designed to capture a traffic-related violation in conjunction with radar, laser equipment, or other existing or new

enforcement technology for the issuance of a Traffic Violation ticket, to be deployed in a method where a conventional traffic stop by a Peace Officer was not applied.

- 11.2 **Contractor:** The company that holds the Automated Traffic Enforcement contract with the Town of Hinton.
- 11.3 **Operators:** The Peace Officers employed by the Contractor.
- 11.4 **Peace Officer:** A Peace Officer in accordance to this policy is an officer who has been authorized by the Province of Alberta to enforce traffic laws in the Town of Hinton.
- 11.5 **Protective Services Manager:** The person in charge of the Protective Services and/or Bylaw Department or their designate.
- 11.6 **RCMP Staff Sergeant:** The person in charge of the Hinton RCMP Detachment or their designate.
- 11.7 **Traffic Data:** Information that has been recorded either through observation of a Peace Officer, received through traffic gathering technology, recorded through provincial record systems (i.e. accident reports), or general information that is supported through formal studies or surveys.
- 11.8 **Traffic Violation:** An act or omission constituting a contravention of a municipal, provincial or a federal traffic law pertaining to traffic that results in the issuance of a traffic ticket by a Peace Officer.

## 12.0 REFERENCES

- 12.1 The following policies and legislation must be considered in conjunction with this policy:
  - 12.1.1 Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25
  - 12.1.2 Province of Alberta 2014 Revised Automated Traffic Enforcement Guidelines
  - 12.1.3 Province of Alberta 2014 Automated Traffic Enforcement Training Guidelines
  - 12.1.4 Automated Traffic Enforcement Proceeds Policy 078



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** March 22, 2018

**TO:** STANDING COMMITTEE MEETING OF MARCH 27, 2018

**FROM:** Todd Martens, Protective Services Manager

**APPROVED BY:** Denise Parent, Interim Chief Administration Officer

**RE:** **Draft Animal Control Bylaw #1119**

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### Purpose

The current Animal Control Bylaw #1021 is outdated and is limited in its enforcement. A re-write of the bylaw has been undertaken to create a proposed new Animal Control Bylaw #1119, which is more comprehensive in its application. The Protective Services Department has researched all communities in Alberta to be up-to-date with enforcement guidelines, fine amounts and to be compliant with Provincial Regulations.

### Issue

In the past year there have been a number of incidents in the community involving dangerous dogs. The current Animal Control Bylaw #1021 is limited in its application when dealing with these situations and a re-write of the bylaw was undertaken. Previous council and community citizens have requested better regulations and higher fines with regards to dangerous dogs, dogs off leash and care and control of an animal.

### Administration Comments on Situation / Options

Administration is seeking Council's direction on the draft Animal Control Bylaw #1119 before bringing to a regular council meeting for first reading. After the first reading of the bylaw, there will be a 2-week period for the members of the public to provide feedback prior to council's final approval.

### Attachment(s)

1. Draft Animal Control Bylaw #1119
2. Animal Control Bylaw #1021



**BYLAW 1119**  
**A BYLAW OF THE TOWN OF HINTON**  
**IN THE PROVINCE OF ALBERTA TO REGULATE SAFETY,**  
**HEALTH, WELFARE AND PROTECTION OF PEOPLE AND PROPERTY**  
**IN THE TOWN OF HINTON**

**WHEREAS** it is deemed advisable to regulate animals within the municipal boundaries of the Town of Hinton.

**NOW THEREFORE**, the Municipal Council of the Town of Hinton is session duly assembled  
Hereby enacts as follows;

1. This Bylaw may be cited as the “Animal Control Bylaw”.

2. **INTERPRETATION**

2.1 In this Bylaw unless the context otherwise requires:

- (a) *“Adjacent”* shall mean next to, adjoining or next-door;
- (b) *“Animal”* means any bird, reptile, amphibian or mammal excluding humans and wildlife;
- (c) *“Animal Services Centre”* means the Town facility established for the holding of impounded Animals as set out in this Bylaw;
- (d) *“At Large”* shall mean when an Animal is at any place other than the Owner’s Property and is not restrained by a Permitted Leash which is securely held by a competent and physically capable Owner, unless otherwise permitted by this Bylaw;
- (e) *“Attack”* means an assault resulting in bleeding, bone breakage, sprains, serious bruising, or other injuries;
- (f) *“Bite”* means wound to the skin causing it to bruise, redden, puncture, or break;
- (g) *“Animal Control Officer”* means a person appointed as such by the Town of Hinton to enforce the provisions of this Bylaw; also means any Peace Officer, Community Peace Officer, Bylaw Enforcement Officer or an RCMP Officer;
- (h) *“Cat”* shall mean a male or female of the domestic feline family;
- (i) *“Cemetery”* means land within the Town managed and controlled by the Town that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried;
- (j) *“Chief Administrative Officer”* means the person designated by Council as the chief administrative officer of the Town or that person’s designate;

- (k) "*Control*" means Dog returns immediately to the side of the Owner in response to verbal command or gesture;
- (l) "*Dangerous Animal*" means any Animal, whatever its age, whether on public or private property, which has
  - (i) chased, injured or bitten any other Animal or human,
  - (ii) damaged or destroyed any public or private property, or
  - (iii) threatened or created the reasonable apprehension of a threat to a human, or
  - (iv) been previously determined to be a Dangerous Animal under this Bylaw.
- (m) "*Dog*" shall mean a male or female of any domestic canine species;
- (n) "*Former Owner*" means the person who at the time of impoundment was the Owner of an Animal which has subsequently been sold or destroyed;
- (o) "*Golf Course*" means land which is set aside for playing the game of golf;
- (p) "*Justice*" has the meaning as defined in the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended or replaced from time to time;
- (q) "*Kennel*" shall mean a dwelling, shelter, room or place approved by a Town of Hinton Development Permit for the housing or keeping of three (3) or more Dogs over the age of four (4) months, but does not include a permitted veterinary hospital or clinic, Dog parlour, grooming establishment or an exhibition building where Dogs are being shown or trained.
  - (i) A kennel shall be permitted on residential property as per the Town of Hinton Land Use Bylaw; and
  - (ii) Shall not be operated so as to, in the opinion of the Animal Control Officer, cause a nuisance to other neighbours.
- (r) "*Permitted Leash*" means a chain or other material no more than two (2) metres in length capable of being attached to and restraining the Animal on which it is being used;
- (s) "*Live Trap*" shall mean a device used to humanely and safely capture domestic animals found to be in contravention of this bylaw;
- (t) "*Livestock*" includes, but is not limited to:
  - (i) a horse, mule, ass, swine, any domesticated pig such as but not limited to pot-bellied pigs or tea-cup pigs, emu, ostrich, camel, llama, alpaca, sheep or goat;
  - (ii) domestically reared or kept deer, reindeer, moose, elk, or bison;

- (iii) farm bred fur bearing Animals including foxes or mink;
- (iv) Animals of the bovine species;
- (v) Animals of the avian species including chickens, turkeys, ducks, geese, or pheasants; and
- (vi) all other Animals that are kept for agricultural purposes, but does not include Cats, Dogs, or other domesticated household pets;

(u) “*Muzzle*” means a device of sufficient strength placed over an Animal’s mouth to prevent it from biting;

(v) “*Nuisance Animal*” means an Animal declared to be a Nuisance Animal by the Protective Services Manager in accordance with Section 33.1;

(w) “*Over-Limit Permit*” shall mean a permit, in the form attached as Schedule “C” to this Bylaw, and issued to an Owner pursuant to Section 4 of this Bylaw permitting the Owner to keep or harbour on land or premises, Animals in excess of the number permitted pursuant to this Bylaw;

(x) “*Owner*” means any natural person or corporate body:

- (i) who is the licensed Owner of the Animal;
- (ii) who has legal title to the Animal;
- (iii) who has possession or custody of the Animal, either temporarily or permanently;
- (iv) who harbours or feeds the Animal, or allows the Animal to remain on his premises; or
- (v) is the person having the powers and authority of ownership over a property or is the registered owner of the property under the Land Titles Act where the Animal resides or is harboured,

(y) “*Park*” means a public space controlled by the Town and set aside as a park to be used by the public for rest, recreation, exercise, pleasure, amusement, or enjoyment and includes:

- (i) Playgrounds,
- (ii) Cemeteries,
- (iii) Natural areas,
- (iv) Sports Fields,
- (v) Pathways,
- (vi) Trails, and
- (vii) Park roadways,

but does not include Golf Courses.

- (z) "*Pathway*" means a multi-purpose thoroughfare controlled by the Town and set aside for use by pedestrians, cyclists and persons using wheeled conveyances, which is improved by asphalt, concrete or brick, whether or not it is located in a Park, and includes any bridge or structure with which it is contiguous;
- (aa) "*Playground*" means land within the Town controlled by the Town upon which apparatus such as swings and slides are placed;
- (bb) "*Property*" shall mean lands or buildings, premises or structures;
- (cc) "*Protective Services Manager*" shall mean supervisor of the Protective Services Department as appointed by the Chief Administrative Officer of the Town of Hinton or that person's Designate;
- (dd) "*Provincial Court*" means The Provincial Court of Alberta;
- (ee) "*School Ground*" means that area of land adjacent to a school and that is property owned or occupied by the school board;
- (ff) "*Severe Injury*" includes any injury resulting in a broken bone or bones, disfiguring lacerations, sutures, cosmetic surgery or any other injury as determined to be severe by a Court upon hearing the evidence;
- (gg) "*Sports Field*" means land within the Town and controlled by The Town which is set apart and used for the playing of a sport including baseball diamonds, field hockey or cricket pitches, and rugby, soccer or football fields;
- (hh) "*Surrounding Property*" properties adjacent to, nearby or across the street;
- (ii) "*Town*" shall mean, the Town of Hinton, Alberta;
- (jj) "*Violation Tag*" means a tag or similar document used by the Town, pursuant to the Municipal Government Act and the regulations thereunder;
- (kk) "*Violation Ticket*" shall mean a ticket issued pursuant to the Provincial Offences Procedure Act and the regulations thereunder; and
- (ll) "*Wading or Swimming Area*" means any area designated as an outdoor wading or swimming area. This shall include any decks surrounding such facility and shall include that area within twenty (20) metres in all directions of the outside dimensions of such facility unless the Park boundary is a lesser distance.

2.2 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

2.3 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation such as the Animal Protection Act, Dangerous Dog Act, other bylaw or any requirement of any lawful permit, order

or licence.

- 2.4 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.
- 2.5 All the schedules attached to this Bylaw shall form a part of this Bylaw.
- 2.6 This Bylaw does not apply to the Town in respect of Animals used by or on behalf of the Town for the purpose of land management, including weed control, on Town owned lands.

### 3. **ANIMALS**

- 3.1 Except as otherwise provided, no person shall keep, or permit to be kept, at any residence or premises, more than two (2) of any species of Animal, provided that the young of any of the permitted species may be kept for a period not exceeding four (4) months after birth.
  - (a) Any person wanting to keep more than the permitted number of animals shall make application to the Town of Hinton by completing Schedule C attached for the keeping of such.
  - (b) Any person wanting to keep any animal, bird or reptile or any other animal not expressly stated in this bylaw shall make application to the Town of Hinton by completing Schedule C attached for the keeping of such.
- 3.2 For the purpose of integrating the Town of Hinton Animal Control Bylaw with the Breeders/Exhibitors Licence which allows Breeders or Exhibitors to own a maximum of Five (5) adult Dogs, the Town of Hinton may issue a permit to a Dog owner to allow a Breeder or an Exhibitor to keep Five (5) Dogs at a residence. The Protective Services Manager can or cannot approve the permit based on location, property size, parking, occupancy level neighborhood and other factors as required. The applicant must comply with the regulations of the permit and also acquire written permission from the registered owners of any neighboring properties as provided by the Protective Services Department at the time of making application.
- 3.3 Section 3.1(a) and 3.1(b) shall not apply to any person keeping a Kennel.
- 3.4 No person shall keep within the Town of Hinton, any horse, donkey, mule, cattle, swine, any domesticated pig such as pot-bellied pigs or tea-cup pigs, sheep, goat or large animal, except within those areas in which the same are expressly allowed to be kept in accordance with approvals by the Town of Hinton.
  - (a) The same shall be kept in a building or stable;
  - (b) Such building or stable shall be a distance of at least 91.44m from any school, church, public hall, store, dwelling or other premises used for human habitation or occupancy other than premises occupied exclusively by the keeper of such animal or member of his immediate family;
  - (c) The floors of such building or stable shall be of durable material, impervious to moisture, so laid and provided with gutters so that drainage is affected into a sewer. A wooden platform above such flooring is

permitted if an air space of at least two (2) inches is provided above the floor;

- (d) Where a sanitary sewer is not available, provision for drainage of sanitary wastes shall be made in accordance with the requirements of all provincial laws and regulations;
- (e) All doors, windows and openings of such building or stable shall, at all times between the first day of April and the thirtieth (30<sup>th</sup>) day of November following in each year, be kept protected by screens effective against flies and small insects;
- (f) All manure shall be peremptorily collected and deposited in a manure receptacle of adequate size which shall be provided and constructed as follows:
  - (i) The floor and all portions of the walls to be of concrete and to be watertight; the receptacle shall be provided with an opening with a self-closing, fly-proof door, and the whole to be so constructed that objectionable odours are not allowed to escape.
  - (ii) Such building or stable, together with any yard under 204.5 square metres in which the animals are allowed to run shall be kept at all times free from manure and other refuse and shall be properly cleaned or dug up and deodorized by means of chloride of lime or other suitable deodorant;

#### **4. OVER-LIMIT PERMITS**

4.1 Any Owner wishing to obtain an Over-Limit Permit must complete an Over-Limit Permit application form as attached as Schedule "C" to this Bylaw and submit the completed application form together with the fee, see Schedule "A", to the Town's Protective Services Department.

As part of the application process, an Owner wishing to obtain an Over-Limit Permit shall request written consent from the registered owners of all adjacent and surrounding properties at the time of making application. The Protective Services Department may request additional consent from additional property owners at their discretion.

Upon receipt of a completed Over-Limit Permit application form, the Protective Services Manager or Animal Control Officer shall consider the application, and may, in his sole and absolute discretion:

- (a) Refuse to grant an Over-Limit Permit;
- (b) Grant an Over-Limit Permit; or
- (c) Grant an Over-Limit Permit upon such additional terms and conditions as deemed appropriate.

4.2 An Over-Limit Permit shall not be transferrable.

4.3 The Protective Services Manager or Animal Control Officer may revoke an Over-Limit Permit if:

- (a) The office receives bona fide complaints from residents which the Over-Limit Permit is issued or;

- (b) The permit holder harbours Animals in excess of the number permitted; or
- (c) The permit holder is guilty of an offence pursuant to this Bylaw.

4.4 If the Protective Services Manager or Animal Control Officer revokes an Over-Limit Permit, no refund of the Over-Limit Permit application fee shall be made.

## **5. DOG LICENSING REQUIREMENTS**

5.1 No person shall own or keep any Dog within the Town unless such Dog is licensed as provided in this Bylaw.

- (a) The holder of a Dog license must be eighteen (18) years of age;
- (b) The Owner of a Dog shall ensure that his Dog wears the current licence purchased for that Dog, when the Dog is off the Property of the Owner;
- (c) The Owner of a Dog shall obtain an annual licence for such Dog at such times and in the manner as specified in subsections 5.1(d) and 8.1(a-f); and
- (d) The Owner of a Dog shall:

Subject to the provisions of subsection 5.1(d)(iii) obtain a licence for such Dog no later than the first day on which the Protective Services Department is open for business after the Dog becomes four (4) months of age;

- (i) obtain a licence on the first day on which the Protective Services Department is open for business after he becomes Owner of the Dog;
- (ii) obtain a licence for a Dog notwithstanding that it is under the age of three months, where the Dog is found At Large;
- (iii) obtain an annual licence for the Dog no later than the day specified by the Animal Control Officer each year.

## **6. CAT LICENSING REQUIREMENTS**

6.1 No person shall own or keep any Cat within the Town unless such Cat is licensed as provided in this Bylaw.

- (a) The holder of a Cat license must be eighteen (18) years of age.
- (b) The Owner of a Cat shall ensure that his Cat wears the current licence purchased for that Cat, when the Cat is off the Property of the Owner.
- (c) The Owner of a Cat shall obtain an annual licence for such Cat at such times and in the manner as specified in subsections 6(4) and 8(1); and
- (d) The Owner of a Cat shall:
  - (i) subject to the provisions of subsection 6(d)(iii) obtain a licence

for such Cat no later than the first day on which the Protective Services Department is open for business after the Cat becomes four (4) months of age;

- (ii) obtain a licence on the first day on which the Protective Services Department is open for business after he becomes Owner of the Cat;
- (iii) obtain a licence for a Cat notwithstanding that it is under the age of four (4) months, where the Cat is found At Large;
- (iv) obtain an annual licence for the Cat no later than the first day on which the Protective Services Department is open each year.

## **7. DANGEROUS ANIMAL LICENSING**

7.1 No person shall own or keep any Dangerous Animal within the Town unless such Animal is licensed as provided in this Bylaw.

- (a) The holder of a Dangerous Animal license must be eighteen (18) years of age.
- (b) The Owner of a Dangerous Animal shall ensure that his Animal wears the current licence purchased for that Animal, when the Animal is off the Property of the Owner.
- (c) The Owner of a Dangerous Animal shall obtain an annual licence for such Dangerous Animal at such times and in the manner as specified in subsections 7.1(d) and 8.1(d-f) and shall pay an annual fee as set out in Schedule "A" of this Bylaw; and
- (d) The Owner of a Dangerous Animal shall:
  - (i) subject to the provisions of subsection 7.1(d)(iii) obtain a licence for such Dangerous Animal on the first day on which the Protective Services Department is open for business after the Animal has been declared as Dangerous;
  - (ii) obtain a licence on the first day on which the Protective Services Department is open for business after he becomes Owner of the Dangerous Animal; and
  - (iii) obtain an annual licence for the Dangerous Animal on the day specified by the Animal Services Supervisor each year.

## **8. LICENSING INFORMATION**

8.1 When applying for a licence under this Bylaw, the Owner shall provide the following:

- (a) a description of the Cat, Dog, or Dangerous Animal including breed, name, gender and age;
- (b) the name, address and telephone number of the Owner;

- (c) where the Owner is a corporate body, the name, address and telephone number of the natural person responsible for the Cat, Dog, or Dangerous Animal;
- (d) information establishing that the Cat, Dog, or Dangerous Animal, is neutered or spayed;
- (e) any other information as an Animal Control Officer may require; and
- (f) the annual licence fee for each Cat, Dog, Dangerous Animal or Nuisance Animal, as set out in Schedule "A" of this Bylaw.

8.2 No person shall give false information when applying for a licence pursuant to this Bylaw.

8.3 An Owner shall forthwith notify the Protective Services Department of any change with respect to any information provided in an application for a licence under this Bylaw.

## **9 REPLACEMENT OF LOST LICENCE**

9.1 Upon losing a licence, an Owner of a licensed Animal shall present the receipt for payment of the current year's licence fee to the Protective Services Department, who will issue a new tag to the Owner for the fee set out in Schedule "A" of this Bylaw.

## **10 NON-TRANSFERABLE**

10.1 A licence issued pursuant to this Bylaw is not transferable.

## **11 NO REBATE**

11.1 No person shall be entitled to a licence rebate under this Bylaw.

## **12 UNCERTIFIED CHEQUES**

12.1 Where a licence required pursuant to this Section has been paid for by the tender of an uncertified cheque the licence:

- (a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the licence; and
- (b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

## **13 SERVICE DOGS**

13.1 Where the Protective Services Manager is satisfied that a person who is a disabled person is the Owner of a Dog trained and used to assist such disabled person and can provide identification and certification for the service dog, there shall be no fee payable by the Owner for a licence.

## **14 ANIMALS AT LARGE**

14.1 The Owner of an Animal shall ensure that such Animal is not At Large. Animals must always remain on a Permitted Leash in Town limits except when on the private property of the Animal Owner or "Off Leash areas" as described below.

## **15 DOGS IN OFF LEASH AREAS**

15.1 Notwithstanding Section 14.1, an Owner of a Dog is not required to have the Dog on a Permitted Leash in a Park or portion of a Park which has been designated as an "Off Leash area" by the Protective Services Manager.

(a) The Owner of a Dog in an "Off Leash area" shall ensure that such Dog is under Control at all times.

(b) An Animal Control Officer or designate may:

(i) order that a Dog be put on a Permitted Leash; and

(ii) order that a Dog be removed from an Off-Leash area.

(c) Whether a Dog is under Control is a question of fact to be determined by a Animal Control Officer to this Section of the Bylaw, having taken into consideration any or all of the following:

(i) Whether the Dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;

(ii) Whether the Dog has responded to voice, sound or sight commands from the Owner;

(iii) Whether the Dog has bitten, attacked, or done any act that injures a person or another Animal;

(iv) Whether the Dog chased or otherwise threatened a person; and

(v) Whether the Dog caused damage to property.

(d) An Owner who fails to immediately restrain and remove the Dog upon it engaging in any of the activities listed in Section 26, by restraining the Dog on a Permitted Leash and removing the Dog from the Off-Leash area, is guilty of an offence.

(e) Nothing in this Section relieves a person from complying with any other provisions of this Bylaw.

## **16 ANIMALS PROHIBITED IN OFF-LEASH AREAS**

16.1 No Owner of a Dangerous Animal shall permit the Animal to be in an Off-Leash area at any time.

(a) No person shall allow an Animal other than a Dog to enter into or remain in an area that has been designated by the Protective Services Manager as an "Off Leash area".

## **17 DOGS IN PROHIBITED AREAS**

17.1 The Owner of a Dog shall ensure that such Dog does not enter or remain in or on:

- (a) a School Ground, Playground, Sports Field, Golf Course, Cemetery, Wading or Swimming Area, or a Pathway; or
- (b) any other area where Dogs are prohibited by posted signs.
- (c) The Owner of a Dog shall ensure that such Dog does not enter or remain in a Park, or any part thereof, where the Dog is within five (5) meters of a Play Structure, a Wading Pool or Swimming Area, a Sports Field, a Golf Course or a Cemetery.
- (d) The Owner of a Dog shall ensure that such Dog does not enter or remain in a Park or any part of a Park or on a Pathway which has been designated by the Protective Services Manager as an area where Dogs are prohibited.

## **17.2 Dogs Permitted on Pathways**

- (a) Notwithstanding subsection 15.1, the Owner of a Dog may allow such Dog to pass along or across a Pathway, including a Pathway that runs through an area designated as an Off-Leash area, only if such Dog:
  - (i) is secured by a Permitted Leash;
  - (ii) remains on the right-hand side of the Pathway at all times unless moving around other Pathway users; and
  - (iii) remains under the Owner's Control at all times ensuring that the Dog does not interfere with or obstruct any other Pathway user.

## **17.3 Dogs Shall Not Obstruct Pathway**

- (a) Notwithstanding subsection 17.2 (a)(i), in an Off-Leash area that has been designated by Protective Services Manager as an area where Dogs are not required to be leashed on Pathways, every Owner of a Dog shall ensure that such Dog does not sit or stand on a Pathway or otherwise obstruct or interfere with users of the Pathway.

## **18 SWIMMING IN PARKS PROHIBITED**

- 18.1 The Owner of an Animal shall ensure that such Animal does not enter or swim in any body of water within a Park, unless specifically allowed by the Protective Services Manager.
  - (a) Notwithstanding subsection 18.1, the Owner of an Animal may allow such Animal to swim in any river, creek or lake which runs through or adjacent to a Park, unless specifically prohibited by the Protective Services Manager.

## **19 UNATTENDED ANIMALS**

- 19.1 The Owner of an Animal shall ensure that such Animal shall not be left unattended while tethered or tied on premises where the public has access, whether the access is express or implied.
  - (a) The Owner of an Animal left unattended in a motor vehicle shall ensure:

- (i) the Animal is restrained in a manner that prevents contact between the Animal and any member of the public; and
- (ii) the Animal has suitable ventilation.

(b) The Owner of an Animal shall not leave an Animal unattended in a motor vehicle if the weather conditions are not suitable for containment of an Animal.

## **20 CYCLING WITH ANIMALS**

- 20.1 When operating a bicycle or wheeled conveyance on a Pathway, no Person shall do so with any Animal on a leash.
- 20.2 Subsection 21.1 shall not apply to persons operating a device designed for persons with disabilities.

## **21 SECURING ANIMALS IN VEHICLES**

- 21.1 No person shall allow an Animal to be outside of the passenger cab of a motor vehicle on a roadway, regardless of whether the motor vehicle is moving or parked.
- 21.2 Notwithstanding subsection 21.1, a person may allow an Animal to be outside the passenger cab of a motor vehicle, including riding in the back of a pick up truck or flat bed truck if the Animal is:
  - (a) in a fully enclosed trailer;
  - (b) in a topper enclosing the bed area of a truck;
  - (c) contained in a ventilated kennel or similar device securely fastened to the bed of the truck; or
  - (d) securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle.
- 21.3 For the purpose of this Section, "roadway" means any street or highway, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.
- 21.4 The driver or owner of a vehicle involved in an offence referred to in this Section is guilty of the offence, unless that vehicle owner satisfies the Court that the vehicle was:
  - (a) not being driven or was not parked by the owner; and
  - (b) that the person driving or parking the vehicle at the time of the offence did so without the vehicle owner's express or implied consent.

## **22 ANIMALS SUSPECTED OF HAVING COMMUNICABLE DISEASES**

- 22.1 An Owner of an Animal suspected of having rabies shall immediately report the matter to the Canadian Food Inspection Agency or to the Protective Services Manager or Animal Control Officer.
- 22.2 An Owner of an Animal suspected of having rabies shall confine or isolate the Animal, in such a manner as directed by the Protective Services Manager, Animal Control Officer or other applicable authority, so as to prevent further spread of the disease.
- 22.3 An Owner of an Animal suspected of having rabies shall keep the Animal confined for not less than ten (10) days at the cost of the Owner.

## **NUISANCES**

### **23 REMOVING EXCREMENT**

- 23.1 If an Animal defecates on any public or private Property other than the Property of its Owner, the Owner shall remove such feces immediately.
  - (a) If an Animal is on any public or private Property other than the Property of its Owner, the Owner shall have in his possession a suitable means of facilitating the removal of the Animal's feces.
  - (b) A property owner is responsible for removing feces from his Property in a timely fashion so that it does not become a nuisance to surrounding properties or neighbors.

## **24 NOISE**

- 24.1 The Owner of an Animal shall ensure that such Animal shall not bark, howl, or otherwise makes or causes a noise or noises which disturbs any person.
- 24.2 Whether any sound annoys or disturbs a person, or otherwise constitutes objectionable noise, is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section of the Bylaw.

## **25 SCATTERING GARBAGE**

- 25.1 The Owner of an Animal shall ensure that such Animal shall not upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about Property not belonging to or in the possession of the Owner of the Animal.

## **26 THREATENING BEHAVIOURS**

- 26.1 The Owner of an Animal shall ensure that such Animal shall not:
  - (a) Bite, bark at, or chase Animals, bicycles, automobiles, or other vehicles;
  - (b) Chase or otherwise threaten a person or persons, whether on the Property of the Owner or not, unless the person chased or threatened is

a trespasser on the Property of the Owner;

(c) Cause damage to Property or other Animals, whether on the Property of the Owner or not;

(d) Do any act that injures a person or persons whether on the Property of the Owner or not;

(e) Bite a person or persons, whether on the Property of the Owner or not;

(f) Attack a person or persons, whether on the Property of the Owner or not;

(g) Attack a person or persons, whether on the Property of the Owner or not, causing severe physical injury; or

(h) Cause death to another Animal.

26.2 No Owner shall use or direct an Animal to attack, chase, harass or threaten a person or Animal.

## **OTHER ANIMALS**

### **27 HORSES**

27.1 Except in a Park or parts of a Park which have been designated for horseback riding by the Protective Services Manager, no person shall allow a horse owned or controlled by him to be in a Park or in Town other than on private property in accordance with an approval or permit from the Town of Hinton.

27.2 No person shall keep a horse within the Town of Hinton except within those areas in which the same are expressly allowed to be kept in accordance with approvals by the Town of Hinton.

## **DANGEROUS ANIMALS**

### **28 HEARINGS & ORDERS**

28.1 Upon hearing the evidence, the Animal Control Officer shall make an order declaring the Animal as a Dangerous Animal if in the opinion of the Protective Services Manager:

(a) the Animal has caused severe physical injury to a person, whether on public or private property; or

(b) the Animal has, while off its Owner's property, caused the death of an Animal.

28.2 The owner of an Animal alleged to be a Dangerous animal shall surrender the animal to the Town of Hinton Animal Control Officer and the animal shall be held pending outcome of any appeals of any

Municipal or Provincial ticketed offences.

28.3 Upon hearing the evidence, the Protective Services Manager may make an order, based on the Dr. Ian Dunbar bite scale, number of offences and type of animal attacks, declaring the Animal as a Dangerous Animal if in the opinion of the Protective Services Manager the Animal is likely to cause serious damage or injury, taking into account the following factors:

- (a) whether the Animal has chased any person or Animal;
- (b) whether the Animal has attempted to Bite, or has bitten any person or Animal;
- (c) whether the Animal has wounded, attacked or injured any person or Animal;
- (d) whether the Animal threatens public safety;
- (e) the circumstances surrounding any previous biting, attacking, or wounding incidents; and
- (f) whether the Animal, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion person upon the street, sidewalk or any public or private property.
- (g) The Dr. Ian Dunbar bite scale will be used as a guide.

28.4 The order of a Protective Services Manager declaring an Animal Dangerous shall embody all of the requirements in Sections 5, 30, 31, 32, 33, 34, 35 and 36.

28.5 A Dangerous Animal order pursuant to this Bylaw continues to apply if the Animal is sold, given or transferred to a new Owner.

28.6 Upon receiving the Dangerous animal or animal destroyed you may appeal the orders to the Town of Hinton Chief Administrative Officer in writing within seven (7) days of receiving the order.

28.7 Upon hearing evidence, a Justice may make an order for the Animal to be destroyed.

## **29 REGULATIONS**

29.1 Prior to a license being issued, the Owner of a Dangerous Animal shall within ten (10) business days after the Animal has been declared Dangerous:

- (a) have a licensed veterinarian tattoo or implant an electronic identification microchip in the Animal;
- (b) provide the information contained on the tattoo or in the microchip to the Protective Services Manager; and
- (c) if the Animal is in an unaltered state, have the Animal neutered or spayed.
- (d) Provide the Protective Services Department with proof that one million dollars liability insurance has been obtained.

29.2 The Owner of a Dangerous Animal shall:

- (a) notify the Protective Services Manager should the Animal be sold, gifted, or transferred to another person or die; and
- (b) remain liable for the actions of the Animal until formal notification of sale, gift or transfer is given to the Protective Services Manager.

## **30 DANGEROUS ANIMAL CONTROL**

30.1 The Owner of a Dangerous Animal shall ensure that such Animal does not:

- (a) chase a person or other Animals;
- (b) injure a person or other Animals;
- (c) Bite a person or other Animals; or
- (d) Attack a person or other Animals.

30.2 The Owner of a Dangerous Animal shall ensure that such Animal does not damage or destroy public or private property.

30.3 The Owner of a Dangerous Animal shall ensure that such Animal is not At Large.

30.4 The Owner of a Dangerous Animal shall immediately notify the Protective Services Department if the Animal is At Large.

## **31 DANGEROUS ANIMAL CARE**

31.1 The Owner of a Dangerous Animal shall ensure that when such Animal is on the property of the Owner such Animal is:

- (a) confined indoors and under the control of a person over the age of eighteen (18) years; or
- (b) when such Animal is outdoors such Animal is:
  - (i) in a locked pen or other structure, constructed pursuant to Section 35 in order to prevent the escape of the Dangerous Animal and capable of preventing the entry of any person not in control of the Animal; or
  - (ii) securely Muzzled, and under the control of a person over the age of eighteen (18) years by means of a Leash not exceeding one (1) metre in length in a manner that prevents it from chasing, injuring or biting other Animals or humans as well as preventing damage to public or private property.

31.2 The Owner of a Dangerous Animal shall ensure that at all times, when off the property of the Owner, such Animal is securely:

- (a) Muzzled; and
- (b) harnessed or Leashed on a lead which length shall not exceed one (1) metre in a manner that prevents it from chasing, injuring or biting other Animals or humans as well as preventing damage to public or private property; and
- (c) under the control of a person over the age of eighteen (18) years.

## **32 DANGEROUS ANIMAL STRUCTURE**

- 32.1 The Owner of a Dangerous Animal shall ensure that the locked pen or other structure:
  - (a) shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
  - (b) shall provide the Dangerous Animal with shelter from the elements;
  - (c) shall be of the minimum dimensions of one and one-half (1.5) metres by three (3) metres and be a minimum one and one-half (1.5) metres in height;
  - (d) shall not be within one (1) metre of the property line or within five (5) metres of a neighbouring dwelling unit; and
  - (e) shall have a fenced yard with a fence of no less than six (6) metres in height.
- 32.2 The Owner of a Dangerous Animal shall, within 10 days of the date of the order declaring the Animal to be Dangerous, display a sign on his premises warning of the presence of the Animal in the form illustrated in Schedule "F".
- 32.3 A sign required by subsection 32.2 shall be placed at each entrance to the premises where the Animal is kept and, on the pen, or other structure in which the Animal is confined.
- 32.4 A sign required by subsection 32.2 shall be posted to be clearly visible and capable of being seen by any person accessing the premises.
- 32.5 The property where the Dangerous Animal resides will be inspected by a Peace Officer prior to approval of license and at any time after as required.

## **33 NUISANCE ANIMALS**

- 33.1 The Protective Services Manager may declare an Animal to be a Nuisance Animal:
  - (a) Chases a person or other animals
  - (b) Injure person or other animals

- (c) Bite a person or other animals
- (d) Attack a person or other animals
- (e) Biting or chasing any vehicle or transportation
- (f) Barking, howling or otherwise disturbing any person
- (g) Causing damage to property or other animals
- (h) Defecating on private or public property
- (i) Being off the property of the owner and not under immediate control
- (j) Upsetting waste receptacles or scattering that contents thereof on any public or private property

33.2 The declaration of an Animal as a Nuisance Animal shall be reviewed annually by the Protective Services Manager.

33.3 Animal Control Officers do not actively trap or catch nuisance cats however a live trap may be issued to residents having issues with nuisance animals. See Schedule G for Cat Trap Release Form.

## **ANIMAL CONTROL OPERATIONS**

### **34 SEIZURE**

34.1 An Animal Control Officer may capture and impound any Animal or Dangerous Animal:

- (a) found At Large;
- (b) which has bitten, or is alleged to have bitten a person or Animal and has been declared to be a Dangerous Animal or to be destroyed; or
- (c) which is required to be impounded pursuant to the provisions of any Statute of Canada or of the Province of Alberta, or any Regulation made thereunder.

34.2 An Animal Control Officer may capture and impound any Cat that is At Large with respect to which a complaint under this Bylaw has been made.

### **35 NOTIFICATION**

35.1 A person who takes control of any stray Dog or Cat, or Dangerous Animal, shall forthwith notify the Protective Services Manager or an Animal Control Officer and provide any required information.

35.2 A person who takes control of any stray Dog or Cat, or Dangerous Animal shall forthwith surrender the Animal to the Animal Services Centre or an Animal Control Officer.

### **36 OBSTRUCTION AND INTERFERENCE**

36.1 No person, whether or not that person is the Owner of an Animal or Dangerous Animal which is being or has been pursued or captured ~~shall~~:

- (a) interfere with or attempt to obstruct an Animal Control Officer who is attempting to capture or who has captured an Animal which is subject to impoundment or seizure;
- (b) open the vehicle in which Animals have been captured for impoundment or seizure; or
- (c) remove, or attempt to remove any Animal from the possession of an Animal Control Officer.

36.2 No person shall:

- (a) untie, loosen or otherwise free an Animal which has been tied or otherwise restrained;
- (b) negligently or willfully open a gate, door or other opening in a fence or enclosure in which an Animal has been confined and thereby allow an Animal to be At large in the Town;
- (c) entice an Animal to be At large;
- (d) tease an Animal caught in an enclosed space;
- (e) throw or poke any object into an enclosed space when an Animal is caught or confined therein.

36.3 Section 39 shall not apply to an Animal Control Officer who is attempting to capture or who has captured an Animal which is subject to impoundment or seizure pursuant to this Bylaw.

## **37 RECLAIMING**

37.1 The Owner of any impounded Animal or Dangerous Animal may reclaim the Animal or Dangerous Animal by:

- (a) paying to the Protective Services Department the costs of impoundment as set out in Schedule "B" to this Bylaw; and
- (b) where a licence is required under this Bylaw, obtaining the licence for such Animal or Dangerous Animal.

37.2 The Animal becomes the property of the Town of Hinton for the next three (3) business days or as per the Animal Protection Act.

37.3 Where an Animal or Dangerous Animal is claimed, the Owner shall provide proof of ownership of the Animal.

37.4 The Owner of an Animal or Dangerous Animal who has been found not guilty of committing an offence under this Bylaw may request the return of any fees paid by him for reclaiming his Animal.

## **38 INSPECTIONS**

- 38.1 Subject to the entry notice provisions of the *Municipal Government Act*, R.S.A. 2000 c.M-26, a designated officer of the Town, bearing proper identification, may enter a premise to conduct an inspection in order to determine whether or not this Bylaw or an order issued pursuant to this Bylaw is being complied with.
- 38.2 No Person shall interfere with or attempt to obstruct an Animal Control Officer who is attempting to conduct an inspection pursuant to Section 43.

## **39 AUTHORITY OF ANIMAL CONTROL OFFICER OR PROTECTIVE SERVICES MANAGER**

- 39.1 The Protective Services Manager or Animal Control Officer may:
  - (a) receive Animals into protective care pursuant to fire, flood, or other reasons;
  - (b) retain the Animals temporarily;
  - (c) charge the Owner fees pursuant to Schedule "B" for costs of impoundment; and
  - (d) at the end of the protective care period, if no other arrangements are made between the Owner and the Protective Services Manager or Animal Control Officer, treat such Animals as impounded Animals.
- 39.2 The Protective Services Manager or Animal Control Officer may offer for sale, euthanize, or otherwise dispose of all unclaimed Animals which have been received at the Town of Hinton Animal Services Centre or Hinton & District SPCA.
- 39.3 The Protective Services Manager or Animal Control Officer shall not sell, euthanize, or otherwise dispose of an impounded Animal or Dangerous Animal until an Animal is retained in the Town of Hinton Animal Services Centre or Hinton & District SPCA for:
  - (a) seven (7) days after the Owner has received notice the Animal is in the Animal Services Centre; or
  - (b) three (3) business days, if the name and address of the Owner is not known.
- 39.4 The Protective Services Manager or Animal Control Officer may retain an Animal for a longer period if in his opinion the circumstances warrant the expense or he has reasonable grounds to believe that the Animal is a continued danger to persons, Animals, or property.

## **40 REQUIRE SPAY/NEUTER**

- 40.1 The Protective Services Manager or Animal Control Officer may, before selling an unclaimed Animal, require that the Animal be spayed or neutered.

## **41 FEE FOR EUTHANIZING**

41.1 When the Protective Services Manager or Animal Control Officer agrees to euthanize an Animal the Owner shall pay to the fee as set out in Schedule "B" of this Bylaw.

## **42 FULL RIGHT AND TITLE**

42.1 The purchaser of an Animal from the Protective Services Department pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the Former Owner of the Animal shall cease thereupon.

## **OFFENCES AND PENALTIES**

### **43 OWNER LIABILITY**

43.1 If an Animal is involved in a contravention of this Bylaw, the Owner of that Animal is guilty of an offence.

### **44 GENERAL PENALTY PROVISIONS**

44.1 Every Owner of an Animal who contravenes any of the provisions of this Bylaw by:

- (a) doing any act or thing which the person is prohibited from doing, or
- (b) failing to do any act or thing the person is required to do, is guilty of an offence.

44.2 Any person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00, and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

## **45 VIOLATION TAGS, TICKETS AND PENALTIES**

45.1 Where an Animal Control Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a summons by means of a violation tag or ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34.

45.2 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "D" of this Bylaw in respect of that provision.

45.3 The minimum penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule "D" of this Bylaw in respect of that provision.

45.4 Notwithstanding subsection 45.2:

(a) where any person has been convicted of a contravention of the same provision of this Bylaw twice within one twelve-month period, the specified penalty payable in respect of the second conviction is double the amount shown in Schedule "D" of this Bylaw in respect of that provision, and

(b) where any person has been convicted of a contravention of the same provision of this Bylaw three or more times within one twelve-month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount shown in Schedule "D" of this Bylaw in respect of that provision.

45.5 Notwithstanding subsection 45.3:

(a) where any person has been convicted of a contravention of the same provision of this Bylaw twice within one twelve-month period, the minimum penalty payable in respect of the second conviction is double the amount shown in Schedule "D" of this Bylaw in respect of that provision, and

(b) where any person has been convicted of a contravention of the same provision of this Bylaw three or more times within one twelve-month period, the minimum penalty payable in respect of the third or subsequent conviction is triple the amount shown in Schedule "D" of this Bylaw in respect of that provision.

45.6 Notwithstanding Subsections 45.2 and 45.4, if an Animal has been declared to be a Nuisance Animal, and where, subsequent to the declaration, any person is convicted of a contravention of any provision of this Bylaw in respect of that Animal, the specified penalty payable in respect of the conviction is double the amount shown in Schedule "D" of

this Bylaw in respect of that provision.

45.7 Notwithstanding Subsections 45.3 and 45.5, if an Animal has been declared to be a Nuisance Animal, and where, subsequent to the declaration, any person is convicted of a contravention of any provision of this Bylaw in respect of that Animal, the minimum penalty payable in respect of the conviction is double the amount shown in Schedule "D" of this Bylaw in respect of that provision.

## **46 DANGEROUS ANIMAL FINES**

46.1 Subsections 45.2, 45.3, 45.4 and 45.5 do not apply to Dangerous Animals.

46.2 The minimum and specified penalties on summary conviction in respect of a contravention of this Bylaw with respect to Dangerous Animals shall be the amounts as shown in Schedule "E" regarding Dangerous Animals.

## **47 CONTINUING OFFENCES**

47.1 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

## **48 LIABILITY FOR FEES**

48.1 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.

## **49 PROOF OF LICENCE**

49.1 The onus of proving a person has a valid and subsisting licence is on the person alleging the licence exists.

49.2 The onus of proving the age of an Animal is on the person alleging the age.

## **50 CERTIFIED COPY OF RECORDS**

50.1 A copy of a record of the Town, certified by the Protective Services Manager as a true copy of the original, shall be admitted in evidence as *prima facie* proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

## **TRANSITIONAL**

## **51 VALIDITY OF EXISTING LICENCES**

51.1 An existing licence issued under Bylaw 1021, the Animal Control Bylaw, remains valid until the term of such licence expires.

## **EFFECTIVE DATE**

This Bylaw comes into force on the day it is passed.

Bylaw 1021 and amendments thereto are hereby repealed.

READ A FIRST TIME THIS XX<sup>th</sup> DAY OF MONTH, YEAR.

READ A SECOND TIME, AS AMENDED, THIS XX<sup>th</sup> DAY OF MONTH, YEAR.

READ A THIRD TIME THIS XX<sup>th</sup> DAY OF MONTH, YEAR.

---

MAYOR

---

DIRECTOR OF CORPORATE SERVICES

**SCHEDULE "A"**

**ANNUAL  
LICENCE FEES**

<b><u>2018</u></b>	
Male or Female Dogs – including tag	\$ 25
Male or Female Cats – including tag	\$ 25
Dangerous Animal Licence Fee	\$ 275
Nuisance Animal Licence Fee	\$ 110
Replacement Tag	\$ 5
Over-Limit Permit	\$ 250 each animal over limit

**SCHEDULE "B"**

**AMOUNT(S) TO BE PAID TO THE TOWN OF HINTON OR THE SPCA BY OWNER  
OF ANIMAL IN ORDER TO RECLAIM OR DESTROY AN ANIMAL**

<b><u>2018</u></b>	
Dog Impoundment Fees	\$ 40/day
Cat Impoundment Fees	\$ 40/day
Dangerous Animal Impoundment Fees	\$ 275/day
Veterinary Fees	As Expended
Destruction of Dog or Cat	Veterinary Fees

### Over Limit Permit - Schedule "C"

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Current Animals:**

	Breed	Name	Age
1			
2			
3			
4			
5			
6			
7			
8			

No further over-limit permits will be issued to the animal owner following the passing of current/approved animals.

**The following additional animals are requested for this property:** Fee Paid \$ \_\_\_\_\_

	Breed	Age
1		
2		
3		
4		

**This application has not been approved for the following reason(s):**

---

**The following permit has been approved in accordance with the following conditions:**

The Town of Hinton reserves the right to revoke this permit if:

- The Town of Hinton receives bona fide complaints from two (2) or more property owners adjacent to the Over-Limit Permit holder's residence; or
- The permit holder shelters animals in excess of the number permitted by the Over-Limit Permit; or
- The permit holder is guilty of an offense pursuant to the Town of Hinton Animal Control Bylaw.

---

Applicant Signature

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Permit Issuer Signature & Title

---

Date

---

Date

## **SCHEDULE “D”**

### **OFFENCE PENALTIES**

<b>SECTION</b>	<b>OFFENCE</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
3(1)	Unlicenced Dog	\$ 100.00	\$250.00
3(2)	Dog not wearing licence	\$ 100.00	\$250.00
4(1)	Unlicensed Cat	\$ 100.00	\$ 250.00
4(2)	Cat not wearing licence or identification	\$ 50.00	\$ 75.00
6(2)	Give false information when applying for licence	\$ 250.00	\$ 500.00
12	Animal At Large	\$ 100.00	\$ 250.00
13(2)	Dog not under control at Off Leash area	\$ 50.00	\$ 100.00
13(4)	Fail to restrain/remove Dog from Off Leash area	\$ 100.00	\$ 250.00
14(2)	Animal other than Dog in Off Leash area	\$ 100.00	\$ 250.00
15 (1), (2), (3), or (6)	Dog in prohibited area	\$ 100.00	\$ 150.00
15 (4)	Failure to leash and/or remove Dog from Off Lease area	\$ 50.00	\$ 75.00
16(1)	Animal in water where prohibited	\$ 50.00	\$ 100.00
17(1)	Leave Animal unattended while tethered in a public place	\$ 50.00	\$ 100.00
18(1)	Animal left unattended in vehicle improperly	\$ 250.00	\$ 500.00

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
18(2)	Animal left unattended in vehicle when weather conditions not suitable	\$ 250.00	\$ 500.00
20(1)	Animal outside cab of vehicle	\$ 100.00	\$ 500.00
21(1)	Fail to report suspected case of rabies	\$ 250.00	\$ 500.00
21(2)	Fail to confine Animal suspected of having rabies	\$ 250.00	\$ 500.00
21(3)	Fail to confine Animal suspected of having rabies for 10 days	\$ 250.00	\$ 500.00
22(1)	Fail to remove Animal feces	\$ 150.00	\$ 250.00
22(2)	No suitable means to remove feces	\$ 150.00	\$ 250.00
22(3)	Fail to remove feces from private property	\$ 100.00	\$ 250.00
23(1)	Animal disturbing the peace	\$ 100.00	\$ 250.00
24	Animal scatter garbage	\$ 50.00	\$ 100.00
25(1)	Bite, bark at, or chase, Animals, bicycles or vehicles	\$ 50.00	\$ 200.00
25(2)	Bite, bark at, or chase or threaten a person, bicycles or vehicles	\$ 100.00	\$ 200.00
25(3)	Cause damage to property or other Animal	\$ 100.00	\$ 250.00
25(4)	Animal injure a person	\$ 100.00	\$ 300.00
25(5)	Animal Bite a person	\$ 200.00	\$ 350.00
25(6)	Animal Attack a person	\$ 500.00	\$ 750.00
25(7)	Animal Attack a person causing Severe Injury	\$ 750.00	\$1,500.00
25(8)	Cause death to Animal	\$ 500.00	\$1,000.00
25.1	Direct Animal to attack, chase, harass or threaten a person or Animal	\$ 250.00	\$ 500.00
26(1)	Horse in prohibited area	\$ 50.00	\$ 100.00
27	Keep Livestock in prohibited area	\$ 100.00	\$ 200.00
39(1)(a)	Obstruct or interfere with officer	\$ 250.00	\$ 500.00

<b>SECTION</b>	<b>OFFENCE</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
39(1)(b)	Open van or vehicle	\$ 100.00	\$ 500.00
39(1)(c)	Remove or attempt to remove impounded Animal	\$ 100.00	\$ 500.00
39(2)(a)	Untie, loosen, or free restrained Animal	\$ 100.00	\$ 500.00
39(2)(b)	Open gate, door or opening allowing Animal to be At Large	\$ 100.00	\$ 500.00
39(2)(c)	Entice an Animal to be At Large	\$ 100.00	\$ 500.00
39(2)(d)	Tease an Animal in an enclosure	\$ 100.00	\$ 500.00
39(2)(e)	Throw or poke at Animal in an enclosure	\$ 100.00	\$ 500.00

**SCHEDULE "E"**

**DANGEROUS ANIMAL PENALTIES**

<b>SECTION</b>	<b>OFFENCE</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
5(1)	Unlicenced Dangerous Animal	\$ 250.00	\$ 500.00
5(2)	Dangerous Animal not wearing licence	\$ 50.00	\$ 100.00
14(1)	Dangerous Animal in Off Leash area	\$ 1,000.00	\$1,500.00
32(1)(a)	Fail to notify Protective Services Department of sale, gift, transfer or death of Dangerous Animal	\$ 250.00	\$ 500.00
33(1)	Dangerous Animal – Chase, injure, Bite or Attack a person or Animal	\$1,500.00	\$2,000.00
33(2)	Dangerous Animal – Damage or destroy property	\$1,000.00	\$1,500.00
33(3)	Dangerous Animal – At Large	\$1,000.00	\$1,500.00
33(4)	Fail to notify Protective Services Department of Dangerous Animal At Large	\$ 250.00	\$ 500.00
34(1)(a)	Fail to keep Dangerous Animal confined indoors and under control of an adult person	\$1,000.00	\$1,500.00
34(1)(b)(i)	Fail to keep a Dangerous Animal confined	\$1,000.00	\$1,500.00
34(1)(b)(ii), or 34(2)	Fail to keep a Dangerous Animal Muzzled, harnessed or Leashed properly	\$1,000.00	\$1,500.00
35	Improper pen or structure for Dangerous Animal	\$1,000.00	\$1,500.00
36	Fail to post Dangerous Animal sign	\$1,000.00	\$1,500.00

**SCHEDULE "F"**

**DANGEROUS ANIMAL SIGN**

Form required for a Dangerous Animal sign pursuant to the  
Bylaw.



**SCHEDULE "G"**  
**CAT TRAP LEASE AGREEMENT**

**I DO HEREBY AGREE**

**THAT** in the event the cat trap herein is stolen or lost while leased to my name I shall pay to the Town of Hinton the full replacement cost of \$85.00 for such cat trap;

**THAT** should the cat trap become damaged while leased to my name I shall accept full responsibility for such damages and I agree to pay to the Town of Hinton the full cost of repairs to such damaged cat trap;

**THAT** the trap will be returned within 5 days of the date of release.

**THE CAT TRAP POLICY IS AS FOLLOWS:**

The cat trap is only to be used during regular bylaw business hours. When a cat is trapped in the cage I shall make every effort to treat the cat humanely. To prevent distressing the cat we suggest covering the cage and immediately contacting **Animal Control at 780-865-6009**.

If the temperature is below **-10 degrees Celsius OR above 15 degrees if not in a shaded area out of the sun** the cat trap is not to be set-up. The trap needs to be monitored on a regular basis.

---

NAME OF LESSEE

---

ADDRESS & PHONE # OF LESSEE

---

SIGNATURE OF LESSEE

---

DATE

---

PEACE OFFICER/ANIMAL CONTROL SIGNATURE

---

DATE

## **SCHEDULE "H"**

### **Dr. Ian Dunbar's Dog Bite Scale (Official Authorized Version)**

**An assessment of the severity of biting problems based on an objective evaluation of wound pathology**

**Level 1.** Obnoxious or aggressive behavior but no skin-contact by teeth.

**Level 2.** Skin-contact by teeth but no skin-puncture. However, may be skin nicks (less than one tenth of an inch deep) and slight bleeding caused by forward or lateral movement of teeth against skin, but no vertical punctures.

**Level 3.** One to four punctures from a single bite with no puncture deeper than half the length of the dog's canine teeth. Maybe lacerations in a single direction, caused by victim pulling hand away, owner pulling dog away, or gravity (little dog jumps, bites and drops to floor).

**Level 4.** One to four punctures from a single bite with at least one puncture deeper than half the length of the dog's canine teeth. May also have deep bruising around the wound (dog held on for N seconds and bore down) or lacerations in both directions (dog held on and shook its head from side to side).

**Level 5.** Multiple-bite incident with at least two Level 4 bites or multiple-attack incident with at least one Level 4 bite in each.

**Level 6.** Victim dead.

The above list concerns unpleasant behavior and so, to add perspective:

**Levels 1 and 2** comprise well over 99% of dog incidents. The dog is certainly not dangerous and more likely to be fearful, rambunctious, or out of control. Wonderful prognosis. Quickly resolve the problem with basic training (control) — especially oodles of Classical Conditioning, numerous repetitive Retreat n' Treat, Come/Sit/Food Reward and Back- up/Approach/Food Reward sequences, progressive desensitization handling exercises, plus numerous bite-inhibition exercises and games. Hand feed only until resolved; do NOT waste potential food rewards by feeding from a bowl.

**Level 3:** Prognosis is fair to good, provided that you have owner compliance. However, treatment is both time-consuming and not without danger. Rigorous bite-inhibition exercises are essential.

**Levels 4:** The dog has insufficient bite inhibition and is very dangerous. Prognosis is poor because of the difficulty and danger of trying to teach bite inhibition to an adult hard-biting dog and because absolute owner-compliance is rare. Only work with the dog in exceptional circumstances, e.g., the owner is a dog professional and has sworn 100% compliance. Make sure the owner signs a form in triplicate stating that they understand and take full responsibility that: 1. The dog is a Level 4 biter and is likely to cause an equivalent amount of damage WHEN it bites again (which it most probably will) and should therefore, be confined to the home at all times and only allowed contact with adult owners. 2. Whenever, children or guests visit the house, the dog should be confined to a single locked- room or roofed, chain-link run with the only keys kept on a chain around the neck of each adult owner (to prevent children or guests entering the dog's confinement area.) 3. The dog is muzzled before leaving the house and only leaves the house for visits to a veterinary clinic. 4. The incidents have all been reported to the relevant authorities — animal control or police. Give the owners one copy, keep one copy for your files and give one copy to the dog's veterinarian.

**Level 5 and 6:** The dog is extremely dangerous and mutilates. The dog is simply not safe around people. I recommend euthanasia because the quality of life is so poor for dogs that have to live out their lives in solitary confinement.

The Association of Professional Dog Trainers

104 South Calhoun Street, Greenville, SC 29601

[www.apdt.com](http://www.apdt.com) • [information@apdt.com](mailto:information@apdt.com) • 1-800-PET-DOGS



**TOWN OF HINTON**  
**BYLAW #1021-1**

**BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA**  
**TO REGULATE AND CONTROL THE ACTIVITIES OF**  
**WILD AND DOMESTIC ANIMALS**

**WHEREAS** the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto provides jurisdiction for Municipalities to pass bylaws pertaining to the activities and control of wild and domestic animals;

**NOW THEREFORE** the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That paragraph 6 (b) be replaced with the following paragraph:

6 (b) *Every dog within the Town of Hinton when not confined to a dwelling or to the property of its owner shall be at all times restrained upon a leash and under immediate effective control of its owner/handler in the following areas:*

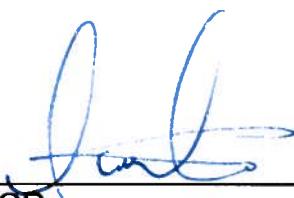
- i) *Paved sidewalks;*
- ii) *All roadways;*
- iii) *Road right of ways;*
- iv) *Board walkways;*
- v) *Playgrounds, and when not on a stand alone site, all the area within 10 metres of the playground apparatus.*

2. This bylaw shall take effect 60 days after third and final reading.

READ A FIRST TIME THIS 21<sup>st</sup> DAY OF AUGUST, 2012.

READ A SECOND TIME THIS 4<sup>th</sup> DAY OF SEPTEMBER, 2012.

READ A THIRD TIME THIS 4<sup>th</sup> DAY OF SEPTEMBER, 2012.

  
 \_\_\_\_\_  
 MAYOR

  
 \_\_\_\_\_  
 TOWN MANAGER



**TOWN OF HINTON  
BY – LAW NO. 1021**

**A BYLAW TO REGULATE AND CONTROL  
THE ACTIVITIES OF WILD AND DOMESTIC ANIMALS  
IN THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA**

---

**WHEREAS:** The Municipal Government Act Chapter M-26, 2005 provides jurisdiction for Municipalities to pass bylaws pertaining to the activities and control of wild and domestic animals.

**NOW THEREFORE:** The Municipal Council of Hinton in the Province of Alberta enacts as follows:

1. This Bylaw shall be cited as the “Animal Control Bylaw” of the Town of Hinton.

**2. SEVERABILITY**

It is declared that if any section or sections of this Bylaw or any other part thereof is found by a court of competent jurisdiction to be invalid for any reason, such section or sections, or part thereof, will be severed from the rest and shall not affect the validity of the remainder of the Bylaw.

**3. DEFINITIONS**

(a) “**PEACE OFFICER**” shall mean a Community Peace Officer 1, a Community Peace Officer 2, a Bylaw Enforcement Officer or an RCMP Officer.

(b) “**ANIMAL CONTROL OFFICER**” shall mean any person appointed as such by the Town of Hinton.

(c) “**OWNER**” of a dog or cat shall include the registered owner of the animal and any person having possession, care, control or custody of the dog or cat, whether temporarily or permanently or any person harbouring or permitting the dog or cat to remain on or about his or her house or property.

(d) “**COUNCIL**” shall mean the Municipal Council of Hinton, Alberta.

(e) “**KENNEL**” shall mean a dwelling, shelter, room or place approved by a Town of Hinton Development Permit for the housing or keeping of three (3) or more dogs over the age of four (4) months, but does not include a veterinary hospital or clinic, a dog parlour or grooming establishment or an exhibition building where dogs are being shown or trained.

(i) A kennel shall not be permitted on residential property unless the kennel is located not less than 12.19 meters from any person’s property, and

(ii) Shall not be operated so as to, in the opinion of the Peace Officer, cause a nuisance to other neighbours.

(f) “**TOWN**” shall mean, The Town of Hinton, Alberta or the Municipality of Hinton Alberta.

#### **4. ANIMALS AND FOWL**

(a) Except as otherwise provided, no person shall keep, or permit to be kept, at any residence or premises, more than two of any species of animal, bird, or reptile, provided that the young of any of the permitted species may be kept for a period not exceeding two (2) months after birth.

(a)(i) Any person wanting to keep any animal, bird or reptile or any other animal not expressly stated in this bylaw shall make application to the Town of Hinton for the keeping of such.

(b) For the purpose of integrating the Town of Hinton Animal Control Bylaw with the Breeders/Exhibitors License which allows Breeders or Exhibitors to own a maximum of Five(5) Adult Dogs, The Town of Hinton may issue a permit to a dog owner to allow a Breeder or an Exhibitor to keep Five (5) dogs at a residence, provided the applicant complies with the regulations of the permit and acquires written permission from the registered owners of all adjacent properties at the time of making application.

(c) Section (a) and (b) shall not apply to any person keeping a kennel.

(d) No person shall keep within the Town of Hinton, any horse, donkey, mule, cattle, swine, sheep, goat or large animal, except within those areas in which the same are expressly allowed to be kept in accordance with approvals by the Town of Hinton.

- (i) The same shall be kept in a building or stable;
- (ii) Such building or stable shall be a distance of at least 91.44m from any school, church, public hall, store, dwelling or other premises used for human habitation or occupancy other than premises occupied exclusively by the keeper of such animal or member of his immediate family;

(e) The floors of such building or stable shall be of durable material, impervious to moisture, so laid and provided with gutters so that drainage is effected into a sewer. A wooden platform above such flooring is permitted if an air space of at least two (2) inches is provided above the floor;

(f) Where a sanitary sewer is not available, provision for drainage of sanitary wastes shall be made in accordance with the requirements of all provincial laws and regulations;

(i) All doors, windows and openings of such building or stable shall, at all times between the first day of April and the thirtieth (30<sup>th</sup>) day of November following in each year, be kept protected by screens effective against flies and small insects;

(ii) All manure shall be peremptorily collected and deposited in a manure receptacle of adequate size which shall be provided and constructed as follows:

(a) The floor and all portions of the walls to be of concrete and to be water-tight; the receptacle shall be provided with an opening with a self-closing, fly-proof door, and the whole to be so constructed that objectionable odours are not allowed to escape.

(b) Such building or stable, together with any yard under 204.5 square metres in which the animals are allowed to run shall be kept at all times free from manure and other refuse and shall be properly cleaned or dug up and deodorized by means of chloride of lime or other suitable deodorant;

- (c) All food shall be kept in a rodent-proof container.
- (d) This by-law shall not apply to:
  - (i) A small animal hospital or clinic operated by a duly qualified veterinarian or a boarding kennel, if all animals are kept within a building;
  - (ii) Premises maintained by The Humane Society or a public pound;
  - (iii) Animals, birds or fowl maintained in a public park, zoo, fair, exhibition or circus operated or licensed by a municipal or governmental authority; or
  - (iv) Animals, birds or fowl offered for sale in shops whose business includes the sale of pets.

## **DOGS AND CATS**

### **5. LICENSING**

- (a) The owner of a dog which is Four (4) months or older shall obtain a dog license for such dog on or before the first business day in January of the current year.
- (b) If a dog is acquired by an owner after the first business day in January of the current year or if an owner of a dog becomes a resident of the Town of Hinton after the first business day in January of the current year and the dog is of the age of four (4) months or older, the owner shall obtain a license for dog within seven (7) days of acquisition of the dog or the date of residency, as the case may be.
- (c) Dog licenses issued hereunder are not transferable.
- (d) No person shall be entitled to a license rebate.
- (e) Dog licenses issued hereunder shall be for a period of one (1) year with an expiry date each year of December 31<sup>st</sup>.

- (f) Annual license fees shall be paid to the Town of Hinton as per Schedule "A" of this bylaw.
- (g) Upon application for a license, the applicant shall supply to the Town a description of each dog, sufficient to identify such.
- (h) Upon the registration of any dog as provided by this bylaw and upon payment of the prescribed fee, the owner thereof shall be furnished with a dog tag. The dog license shall correspond with the description of the dog the license is being purchased for.

## **6. PROHIBITIONS**

- (a) Within the Town of Hinton the owner of a dog shall cause such dog to wear on its body a current and valid dog license as issued by the Town of Hinton.
- (b) Every dog or cat within the Town of Hinton when not confined to a dwelling or to the property of its owner shall be at all times under immediate effective control of its owner/handler.
- (c) No person shall keep in any open portion of any vehicle, a dog which is not restrained. The restraint must keep the dog confined within the edge of that portion, which is open.
- (d) No person shall keep a dog or cat in any manner that, in the opinion of a Peace Officer or Animal Control Officer, would be distressful or inhumane to such dog or cat, as per the provisions of the Alberta Protection Act.
- (e) A dog or cat in heat shall be confined and housed in the residence of the owner or person having control of the dog or taken to a licensed kennel during the time the dog is in heat; except that such dog may be allowed outside the said residence for the purpose of relieving itself and upon relief must be returned to the confines of the residence.
- (f) The owner of a dog or cat shall not allow the dog or cat to run at large. A dog or cat is considered to be running at large when off the property of its owner and not under immediate effective control.

(g) The Peace officer of Animal Control Officer may capture and impound any dog or cat in respect of which:

- i) He believes an offence under this bylaw is being or has been committed, or
- ii) Is named or described or otherwise designated in a complaint by any person as creating a public nuisance
- iii) Is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dog Act or the Animal Protection Act
- iv) Is actually or apparently affected with rabies or any other contagious disease
- v) Is off the property of its owner and not under immediate effective control.

(h) In order to enforce the provisions of this bylaw any Animal control Officer or peace Officer may, as he deems necessary, enter onto any lands for that express purpose and such action will not amount to a trespass.

(i) No person shall:

- i) Interfere with or attempt to obstruct a Peace Officer or an Animal control Officer who is attempting to capture or has captured a dog or cat.
- ii) Induce the dog or cat to enter a house or other place where it may be safe from capture or otherwise assist the dog or cat to escape capture.
- iii) Falsely represent himself as being an owner or in charge or control of a dog or cat
- iv) Remove or attempt to remove any dog or cat from possession of an Animal Control Officer or Peace Officer.

(j) The owner of a dog or cat shall not permit or cause the dog or cat to become a public nuisance by:

- i) Biting, chasing or threatening any person;
- ii) Biting, or chasing any domestic animals or vehicles of transportation;
- iii) Barking, howling or otherwise disturbing any person;

- iv) Causing damage to property or other animals;
- v) Upsetting waste receptacles or scattering the contents thereof on any public or private property;
- vi) Defecating on private or public property. Where the owner of the dog or cat fails to immediately remove the excrement;
- vii) Being off the property of the owner and not under immediate effective control;

(k) No person shall act in a manner that, in the opinion of a Peace Officer or Animal Control Officer, is likely to tease, torment or annoy a dog or cat.

(l) No person, other than a Peace officer or Animal Control Officer acting in accordance with his or her duties as such, shall, without an owner's consent:

- i) Untie, loosen or otherwise free a dog or cat which has been tied or otherwise restrained, or
- ii) Negligently or willfully open a gate, door or other opening in a fence or enclosure in which a dog or cat has been confined and thereby allow a dog or cat to run at large within the Town of Hinton.

(m) The owner of a dog or cat that has been apprehended, in accordance with this bylaw, will be entitled upon payment of all fines and fees to reclaim the animal, within seventy-two (72) hours or three business days as of the date of impoundment of the dog or cat.

(n) If the owner of a dog or cat does not reclaim the dog or cat within the time limit, the Animal Control Officer may retain the same for such further time as he may consider proper and during such time dispose of same.

## 7. PENALTIES

(a) Any person who contravenes any of the provisions of this bylaw is guilty of an offense and liable on summary conviction to a fine.

- i) For a first offense, a fine of not less than Two Hundred and Fifty Dollars (\$250.00) and not more than Five Hundred Dollars

- (b) (\$500.00) or in default of payment of such fine plus costs, imprisonment for a period of not more than sixty (60) days, and,
- ii) For a second or subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Thousand Dollars (\$1,000.00) or in default of payment of such fine plus costs, imprisonment for a period of not more than Six (6) months, unless in either case the fine plus costs, including the cost of committal, are sooner paid, and,

(b) Each day during which there is a breach of this bylaw shall be regarded as a separate and distinct offense and any offender who continues in breach of this bylaw may be charged for each subsequent day during the continuation of the offense.

## **8. OFFENSE TAGS**

- a) Any Animal Control Officer or Peace Officer may enforce the provisions of this bylaw and may issue a Violation Tag to any person found to have committed a breach of this bylaw.
- b) A Violation Tag may be issued by serving it personally upon the offender or, if he or she cannot conveniently be found, by leaving it at the offender's address with a person who appears to be at least 18 years of age. The Violation Tag may also be served on a person by regular mail.
- c) The provisions of this section are an initial alternative to a summons under Section 7 of this bylaw. If a Violation Tag is issued and payment is made within the specified time limit, then such payment shall be accepted in lieu of prosecution. If payment is not made with the specified time limit then the alleged offender may not be entitled to the right to settle the alleged offense without a court appearance. Should the alleged offender fail to make voluntary payment during the specified time limit, the Town may apply an additional Twenty Dollars (\$20.00) late payment fee.
- d) If a cheque is given in payment of a Violation Tag and the cheque is not honoured by the Financial Institution on which it is to be drawn, the Violation Tag shall be treated in the same manner that it would have been if the cheque had not been given in payment for the appropriate fine.

provided in schedule A of the bylaw. In such cases the Town shall have the option to accept direct payment only, for the arrears owing.

### **REPEAL OF BYLAWS**

- a) That Town of Hinton Bylaw No. 739 and Bylaw No. 896 are hereby repealed.

### **9. EFFECTIVE DATE**

That Bylaw #1021, The Town of Hinton, Animal Control Bylaw shall come into full force and effect on the date of Third and Final Reading;

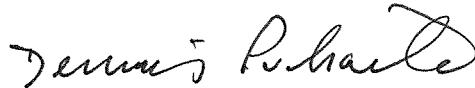
READ A FIRST TIME THIS 4<sup>th</sup> DAY OF JUNE A.D. 2008

READ A SECOND TIME THIS 4<sup>th</sup> DAY OF JUNE A.D. 2008

THIRD AND FINAL READING THIS 17<sup>th</sup> DAY OF JUNE A.D. 2008

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MAYOR



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DIRECTOR OF CORPORATE SERVICES

**SCHEDULE "A"**

**TOWN OF HINTON**

**BY-LAW NO. 1021**

**Fees and penalties**

**TYPE OF DOG**

**ANNUAL LICENSE FEE**

Spayed or neutered dog	\$15.00
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Unaltered dog	\$30.00
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**FINES AND PENALTIES**

Penalties shall be applied for any breach of the listed sections of this Bylaw as follows:

**Section**

4 (a) & (d)

5 (a) (b) & (c)

6 (a) (b) (c) (d) (e) (f)

6 (J) v, vi, vii

6(k)

**First Offence**

\$50.00

**Second Offence**

\$75.00

**Third & Subsequent Offence**

\$100.00

The following penalties shall apply to any breach of the specified sections of this bylaw:

**Section**

6 (i) i, ii, iii & iv

6. (j) i, ii, iii, iv & v,

6 (l) i & ii

<b>First Offence</b>	<b>Second Offence</b>	<b>Third &amp; Subsequent Offence</b>
\$250.00	\$500.00	\$750.00



## TOWN OF HINTON REQUEST FOR DIRECTION

**DATE:** March 22, 2018

**TO:** **STANDING COMMITTEE MEETING OF MARCH 27, 2018**

**FROM:** Hans van Klaveren, Parks, Recreation & Culture Manager

**APPROVED BY:** Olga Uloth, acting Director of Community Services

**RE:** **Policy #082, Recreation & Parks User Fee Policy**

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### **Purpose**

This item is before Council to review the Recreation & Parks User Fee Policy #082. It is Council's responsibility to approve the three-year fee schedule and the User Fee Policy.

### **Issue**

The current three-year term will end August 31, 2018. The process for renewal includes:

- Administration brings forward a proposed fee schedule plus applicable and recommended changes to Policy #082
- A reflection period for public consultation, while providing information to allow user groups to prepare for their upcoming fall/winter season
- Bring the new fee schedule and Policy #082 before Regular Council for decision

At Council's Standing Committee Meeting of March 13, 2018 Council accepted the Recreation Centre Rental Fees on Statuary Holiday report for information. Council was notified that Administration would bring the policy and fee schedule to the Standing Committee Meeting of March 27, 2018 for information and to seek direction to proceed with the three-year term renewal process.

### **Administration Comments on Situation / Options**

The proposed Draft Recreation & Parks User Fee Policy, Policy #082 (attachment 1.) has two changes:

- 1) 4.2.10 addresses the public request to incorporate a '1 Month Pass' membership.
- 2) 5.16 addresses the definition of a 'Family' bringing it in line with current interpretation and fee schedule.

The current policy is attached for reference (attachment 2.).

The proposed draft fee schedule has been set up with the following fee increases:

- Year 1 (as per September 1, 2018) : 3%
- Year 2 (as per September 1, 2019) : 4%
- Year 3 (as per September 1, 2020) : 4%

The proposed Fee Schedule A reflects the proposed 1 Month membership fees.

The proposed Fee Schedule B includes the following additions:

- Weekday Prime Time rate is applicable for all users up to 12am
- Weekend days Prime Time rate is applicable all day for all users  
Note: These changes have no impact to current users.
- Bouldering Wall hourly rental rate has been decreased to be market conform and encourage group and private rentals
- A Non-Prime Pool Lane Rental Fee is introduced to manage pool use demand.

Administration offers the following options:

1. Direct Administration to organize public consultation regarding Policy #082, Recreation & Parks User Fee Policy including 2018-2021 Fee Schedules A and B as presented and bring a report to Regular Council of April 17, 2018 for decision.
2. Direct Administration to organize public consultation regarding Policy #082, Recreation & Parks User Fee Policy including 2018-2021 Fee Schedules A and B with amendments as directed by Council and bring a report to Regular Council of April 17, 2018 for decision.

### **Administration's conclusion / Proposed Direction**

Council Administration's proposed direction is OPTION #1:

Direct Administration to organize public consultation regarding Policy #082, Recreation & Parks User Fee Policy including 2018-2021 Fee Schedules A and B as presented and bring a report to Regular Council of April 17, 2018 for decision.

### **Attachment(s):**

1. Draft Policy #082, Recreation & Parks User Fee Policy  
Including Draft Fee Schedules A & B 2018-2021
2. Policy #082, Recreation & Parks User Fee Policy  
Including Fee Schedules A & B 2015-2018
3. Comparison Fees 2018

**DRAFT**

 <p><b>THE TOWN OF HINTON</b></p>	<b>Recreation &amp; Parks User Fee Policy</b>
	<b>Community Services (CS) #082</b>
	<b>Council Approved</b> November 17, 2009
	<b>Revised</b> June 2, 2015
	May 17, 2016 (interpretation clarification)
	<b>Next Review Date</b> March 21, 2020

**1.0 POLICY STATEMENT**

1.1 The Town of Hinton provides a variety of recreation, leisure and sporting opportunities for residents and visitors. While the delivery of recreation services addresses a basic human need and reflects the values of our community and the desire to present Hinton as a vibrant centre, a user fee policy provides a balanced approach for establishing fees in consideration of achieving overall goals.

**2.0 REASON FOR POLICY/GOALS**

2.1 Reducing the reliance on property taxes by recovering an appropriate portion of the costs for various services from the user(s) that primarily benefit from them.

2.2 Providing a fair and equitable process that encourages accessibility and participation.

2.3 Ensuring that fees contribute to the public's effective and efficient use of Town resources.

2.4 Identifying the relative pricing provided to various user segments.

2.5 Establishing meaningful and realistic goals that provide enough flexibility to meet evolving social values and changing fiscal pressures.

**3.0 RESPONSIBILITIES**

3.1 Town Council shall:

- 3.1.1 Approve the User Fee Policy and any subsequent amendments;
- 3.1.2 Approve each three-year fee schedule term; and
- 3.1.3 During the budget process, approve any mid-term fee changes of 2% or more.

3.2 Director of Community Services shall:

- 3.2.1 Ensure compliance with the Fee Policy; and
- 3.2.2 Approve all mid-term fee changes of less than 2%.

3.3 Parks, Recreation & Culture Manager shall:

- 3.3.1 Recommend for Council approval of the User Fee Policy and all subsequent amendments;
- 3.3.2 Recommend for Council approval of each three-year fee schedule;
- 3.3.3 Recommend for Director approval any mid-term fee changes of less than 2%;
- 3.3.4 Recommend for Council approval during the budget process any mid-term fee changes of 2% or more;
- 3.3.5 Ensure compliance with the Fee Policy;
- 3.3.6 Approve all non-Council approved fees; and
- 3.3.7 Approve the establishment of promotional programs and the setting of new fees in response to short term, temporary and other Department initiatives.

3.4 All Division Directors, Managers and Supervisors shall:

- 3.4.1 Ensure compliance with the Fee Policy; and
- 3.4.2 Review and recommend to the Parks, Recreation & Culture Manager, for their specific area of responsibility.

## 4.0 METHODS AND PROCEDURES

4.1 **User Fee Considerations:** the following general pricing approaches are considered when user fees are developed:

- 4.1.1 Strategic Directions: fees are developed under the general guidance from any corporate policies and directives, approved strategic/long-range plans, or approved budget documents.
- 4.1.2 Cost Based: fees are developed in recognition of the changing costs required to offer those services and cost recovery targets that have been established through business planning processes. Cost recovery targets recognize the evolving relationship between the public good and the benefit provided to the individual user(s), and require a multi-year perspective.
- 4.1.3 Market Based: fees are developed in consideration of evolving industry trends, and the fees charged for other similar opportunities provided by alternate service providers.
- 4.1.4 Social Responsibility Based: fees are developed in recognition of the social benefits and outcomes desired (for example, implementation of a reduced fee program that encourages access by disadvantaged user groups).
- 4.1.5 Revenue Based: individual fees are strategically developed to maximize revenue growth in consideration of price sensitivity, price elasticity, volume and demand curves, and any other pricing considerations.
- 4.1.6 Supportable: fees are developed in consideration of user feedback and pricing research completed (for example, regional surveys, user surveys, etc.).

4.1.7 Marketable: fees are developed to respond to quickly evolving market conditions, with the intent of increasing attendance volumes (and thereby revenue growth) and/or encouraging more sustainable revenue streams through promotional programs. Fees and pricing relationships are to be easy to understand and implement (for example, price rounding).

4.1.8 Sustainable: fees are developed to ensure the future sustainability of services through the potential reinvestment of proceeds where appropriate.

4.1.9 Harmonized: wherever appropriate, fees for like services, programs or amenities at different facilities shall be similarly priced to ensure consistency, fairness and equitability.

4.2 **Rate Structure:** the following rate structure establishes the general ratios among the various categories:

4.2.1 Adult/General Rate (base rate): the adult rate shall be initially calculated considering direct costs of the provision of the service within the context of the aforementioned user fee considerations. Where applicable, the adult rate shall be the base rate for all other rate calculations.

4.2.2 Attendant Caregiver Rate: when a person with a disability is accompanied by his/her caregiver, the admission charge for that caregiver shall be zero.

4.2.3 Child Rate: the child rate shall be set at (approximately) 60% of the adult rate.

4.2.4 Family Rate: the family rate shall be set at the (approximate) equivalent cost of the sum of 1 adult rate and 2 child rates.

4.2.5 Preschool Rate: the preschool rate shall be set at (approximately) 25% of the adult rate.

4.2.6 Minor Group Rate: the minor group rate shall be set at (approximately) 50% of the adult group rate.

4.2.7 Youth Rate: the youth rate shall be set at (approximately) 75% of the adult rate.

4.2.8 Senior Rate: the senior rate shall be set at (approximately) 75% of the adult rate.

4.2.9 Punch Card Fees (10 visits): the punch card fee for each category shall be set at (approximately) 90% of the combined total of 10 single admission rates for each corresponding category.

4.2.10 Season Pass Rates: the minimum number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Season Pass Rate for each category. Use will be free to the user after the minimum number of visits has been achieved.

a) 1 Month: 10 uses  
b) 3 Month: 15 uses  
c) 6 Month: 28 Uses  
d) 12 Month: 45 Uses

4.3 **Accessibility**: the Department shall continue to monitor affordability and other potential barriers to participation, and where required, will make recommendations to Council when additional resources are required to advance specific initiatives to reduce barriers based on the needs of the community and information available at the time. For example, programs such as the development of a program providing individuals below a pre-established economic threshold with greater subsidized access to recreation services.

4.4 **Fee Change Timelines:** user fee schedules shall be created and approved by Council in three year increments with new rates being effective September 1 of one year to August 31 of the next year. Changes of 2% or more to the Council approved three year fee schedule shall be proposed during the budget process of the preceding year and approved by Council.

4.5 **Request for Waiving of Fees:** administration shall not waive fees, but can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives shall be presented to the Parks, Recreation & Culture Manager for approval. Exceptional requests may be forwarded to Council (or a designated board/committee) for their consideration. Council shall not waive fees but will provide a grant to the group to cover all, or a portion of the fee.

## 5.0 DEFINITIONS

5.1 **Corporation:** the Corporation of the Town of Hinton.

5.2 **Council Approved Fees:** general admission fees (Schedule A), Recreation Centre rental fees and sports fields/parks rental fees (Schedule B) that require Council approval.

5.3 **Cost Recovery:** all direct costs (i.e. operating) that are recovered through user fees and other non-tax levy revenue sources, or as defined through updated Corporation standards. This does not include capital costs, or overhead costs like accounting services, ground maintenance, senior administration, insurance, maintenance of common areas etc.).

5.4 **Department:** the Department responsible for recommending the applicable fees to Council, or to whom the authority for setting fees has been delegated.

5.5 **Fees:** monetary payments for services, as described below and shall exceed the costs and resources required to collect the fee, unless the fee is being used to help regulate usage; fees are established to recover a percentage of the costs of a particular range of services from the user(s) that primarily benefit from them.

5.6 **Booking/Administrative Fees:** fees charged where low or no fee is set, but where there is determined a need to track or manage resources and apply administrative processes (i.e. refunds).

5.7 **Fees for Goods:** fees charged for merchandise (for example, publications, souvenirs, food, etc.)

5.8 **General Admission Fees:** entrance fees charged for facility access and/or use.

5.9 **Non-Council Approved Fees:** all fees and charges that do not require Council approval. This includes all fees for programs, service fees, equipment use, fees for goods, booking/administrative fees, promotional programs and all other Department approved contracts and agreements.

5.10 **Program Fees:** fees charged for participation in selected recreation instructional/educational programs and/or special events (for example, swim lessons, day camps, Halloween events, etc.)

5.11 **Promotional Program:** a strategic initiative that targets specific user segments with the intent of maximizing revenue generation and/or access through special discount programs (i.e., discounted pricing during low-use times to encourage increased revenue generation, bulk-purchase discounts to encourage higher volume sales, targeted programs aimed at special sub-populations, etc.), or can refer to the need to advertise select future rates in advance of formal approval in order to meet early publication deadlines (provided that this early promotion of future rates clearly communicates that they may be subject to change).

5.12 **Rate Class:** a defined segment of the population, as described below.

5.13 **Adult:** any person aged 18 and older, but under the age of 60.

5.14 **Attendant Caregiver:** the primary health care aide who accompanies a person with a disability to minimize any potential barriers for their direct participation.

5.15 **Child:** any person aged 6 to 12.

5.16 **Family:** up to two adults and their children living in the same household.

5.17 **Preschool:** any person aged 5 and under.

5.18 **Minor Group:** any sporting group, club or organization that is registered as a not-for-profit organization, with at least 75% of the participants under 18.

5.19 **Senior:** any person aged 60 and older.

5.20 **Youth:** any person aged 13 to 17.

5.21 **Rental Fees:** fees charged for the reservation and use of a space or facility (for example, arenas, meeting rooms, pool, etc.).

5.22 **Service Fees:** additional fees charged to accommodate more specific user needs (for example, extra lifeguard surcharge to ensure lifeguarding standards are met on larger group pool rentals, providing babysitting services, etc.).

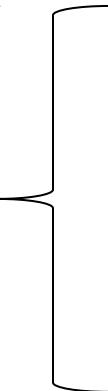


**FACILITY DAILY ADMISSION,  
PUNCH CARD,  
MEMBERSHIP FEE SCHEDULE (incl. GST)**

**SCHEDULE A**

(Effective September 1, 2018 - August 31, 2021)

All future increases for all user fees under Policy #082 (including General Daily Admission rates) will be implemented September 1 of each year and will be rounded to the nearest \$0.25.



<b>DAILY ADMISSIONS</b>		2017-18	2018-19	2019-20	2020-21
Family	(2 Adults + their children living in the same house)	\$ 14.25	\$ 14.75	\$ 15.25	\$ 15.75
Adult (18+ years)		\$ 6.75	\$ 7.00	\$ 7.25	\$ 7.50
Senior (60+ years)		\$ 5.00	\$ 5.25	\$ 5.50	\$ 5.75
Youth (13-17 years)		\$ 5.00	\$ 5.25	\$ 5.50	\$ 5.75
Child (6-12 years)		\$ 4.00	\$ 4.00	\$ 4.25	\$ 4.50
Preschool (5 and under)		\$ 1.75	\$ 1.75	\$ 2.00	\$ 2.00

<b>10 - Punch Cards:</b>		2017-18	2018-19	2019-20	2020-21
<b>FAMILY</b>	Two adults and their children living in the same household	\$ 128.25	\$ 132.75	\$ 137.25	\$ 141.75
<b>ADULT</b>	Person aged 18 to 59.	\$ 60.75	\$ 63.00	\$ 65.25	\$ 67.50
<b>SENIOR</b>	Person aged 60 and older.	\$ 45.00	\$ 47.25	\$ 49.50	\$ 51.75
<b>YOUTH</b>	Person aged 13 to 17.	\$ 45.00	\$ 47.25	\$ 49.50	\$ 51.75
<b>CHILD</b>	Person aged 6 to 12.	\$ 36.00	\$ 36.00	\$ 38.25	\$ 40.50
<b>PRESCHOOL</b>	Person aged 5 and under.	\$ 15.75	\$ 15.75	\$ 18.00	\$ 18.00

"Punch Card Fees (10 visits) – The punch card fee for each category shall be set at (approx.) 90% of the combined total of 10 single admission rates for each corresponding category."

Punch cards are transferable to other users in the same or lower category and do not expire.

Punch cards are handy so customers do not have to carry cash.

Punch card use shortens the wait time at the admissions desk (a simple punch vs. cash transaction).



**FACILITY DAILY ADMISSION,  
PUNCH CARD,  
MEMBERSHIP FEE SCHEDULE (incl. GST)**

**SCHEDULE A**

(Effective September 1, 2018 - August 31, 2021)

***Memberships: (age descriptions on previous page)***

<b>FAMILY</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$147.50	\$152.50	\$157.50
3 month	\$221.25	\$228.75	\$236.25
6 month	\$413.00	\$427.00	\$441.00
Annual	\$663.75	\$686.25	\$708.75
<b>ADULT</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$70.00	\$72.50	\$75.00
3 month	\$105.00	\$108.75	\$112.50
6 month	\$196.00	\$203.00	\$210.00
Annual	\$315.00	\$326.25	\$337.50
<b>SENIOR</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$52.50	\$55.00	\$57.50
3 month	\$78.75	\$82.50	\$86.25
6 month	\$147.00	\$154.00	\$161.00
Annual	\$236.25	\$247.50	\$258.75
<b>YOUTH</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$52.50	\$55.00	\$57.50
3 month	\$78.75	\$82.50	\$86.25
6 month	\$147.00	\$154.00	\$161.00
Annual	\$236.25	\$247.50	\$258.75
<b>CHILD</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$40.00	\$42.50	\$45.00
3 month	\$60.00	\$63.75	\$67.50
6 month	\$112.00	\$119.00	\$126.00
Annual	\$180.00	\$191.25	\$202.50
<b>PRESCHOOL</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
1 month	\$17.50	\$20.00	\$20.00
3 month	\$26.25	\$30.00	\$30.00
6 month	\$49.00	\$56.00	\$56.00
Annual	\$78.75	\$90.00	\$90.00

Membership Pass Rates – The pass rates shall be set by applying the following formula grid whereby use will be free to the user after the designated number of visits has been achieved. The number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Pass Rate for each facility use:

1 Month: 10 Uses

3 Month: 15 Uses

6 Month: 28 Uses

12 Month: 45 Uses



# 2018 - 2021 RECREATION AND PARKS USER FEE SCHEDULE

SCHEDULE B

(Schedule in effect September 1, 2018 - August 31, 2021)

<b>GENERAL RECREATION CENTRE</b>	<b>Sep 2017 - Aug 2018</b>	<b>Sep 2018 - Aug 2019</b>	<b>Sep 2019 - Aug 2020</b>	<b>Sep 2020 - Aug 2021</b>
<b>ROOM RENTAL PER HOUR (+ GST) Peoples Centre, Board Room, Concession Eating Area, Courts</b>				
Profit/Commercial/ Business	\$ 37.00	\$ 38.00	\$ 39.50	\$ 41.00
Adult Non-Profit Organization	\$ 28.75	\$ 29.50	\$ 30.75	\$ 32.00
Youth Non-Profit Organization / Private Individual	\$ 14.25	\$ 14.75	\$ 15.50	\$ 16.00
<b>DAILY ROOM RENTAL (+ GST)</b>				
Peoples Centre, Board Room, Concession Eating Area, Courts	\$ 165.25	\$ 170.25	\$ 177.00	\$ 184.00
Concession Kitchen - Off Season (per day)	\$ 118.75	\$ 122.25	\$ 127.25	\$ 132.25
<b>BOULDERING WALL RENTAL PER HOUR (+ GST)</b>				
Bouldering Wall (per hour only)		\$ 38.00	\$ 39.50	\$ 41.00
<b>STORAGE ROOMS / LOCKER SPACE (+ GST)</b>				
Storage Rooms Yearly (ie Minor Hockey)	\$ 345.50	\$ 355.75	\$ 370.00	\$ 384.75
Storage Rooms Monthly	\$ 31.50	\$ 32.50	\$ 33.75	\$ 35.00
Equipment Lockers Yearly (Arenas & Figure Skating)	\$ 181.75	\$ 187.25	\$ 194.75	\$ 202.50
Court & Pool Lockers Monthly	\$ 10.50	\$ 10.75	\$ 11.25	\$ 11.75

<b>STAT HOLIDAY RENTAL RATES 100% Actual Cost Recovery</b>
Statutory holidays are considered prime time and therefore charged out at prime time rate for all bookings. When the rental will result in additional costs (i.e. custodians, customer service clerks, lifeguards, extra set-up/take-down, etc.) these costs will be minimized where possible (by performing work before or after the stat, for example) but all extra charges will be added to the total rental fee <i>at 100% cost recovery</i> .

<b>POOL FACILITY</b>	<b>Sep 2017 - Aug 2018</b>	<b>Sep 2018 - Aug 2019</b>	<b>Sep 2019 - Aug 2020</b>	<b>Sep 2020 - Aug 2021</b>
<b>POOL RENTAL PER HOUR (+ GST) include 40 people max. Extra lifeguard charged at 41, 81, 121, etc. people.</b>				
Adult Non-Profit Organization	\$ 161.75	\$ 166.50	\$ 173.25	\$ 180.25
Youth Non-Profit Organization / Private Individual	\$ 81.00	\$ 83.25	\$ 86.75	\$ 90.25
Per lane rental Monday - Friday 3:30 - 7:00 pm (Prime)	\$ 14.25	\$ 14.75	\$ 15.25	\$ 15.75
Per lane rental Non-prime (Organizations only)		\$ 9.50	\$ 10.00	\$ 10.50

<b>POOL RENTAL OUTSIDE NORMAL OPERATING HOURS</b>
Negotiated individually to cover base costs and any incremental charges. Cost factors include expected service level, quantity of time booked, proximity of booking to regular hours & utilities.



# 2018 - 2021 RECREATION AND PARKS USER FEE SCHEDULE

SCHEDULE B

(Schedule in effect September 1, 2018 - August 31, 2021)

## ARENA FACILITIES

	Sep 2017 - Aug 2018	Sep 2018 - Aug 2019	Sep 2019 - Aug 2020	Sep 2020 - Aug 2021
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### ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Youth Rates September 1 - April 15

#### Monday - Friday Youth

12:00 am - 4:00 pm next day (Non-Prime)	\$ 58.75	\$ 60.50	\$ 63.00	\$ 65.50
4:00 pm - 12:00 am (Prime)	\$ 89.25	\$ 91.75	\$ 95.50	\$ 99.25

#### Saturday - Sunday Youth

Prime (All Day)	\$ 89.25	\$ 91.75	\$ 95.50	\$ 99.25
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### ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Adult Rates September 1 - April 15

#### Monday - Friday Adult

4:00 pm - 12:00 am (Prime)	\$ 178.25	\$ 183.50	\$ 190.75	\$ 198.50
12:00 am - 4 pm next day (Non-Prime)	\$ 116.00	\$ 119.50	\$ 124.25	\$ 129.25

#### Saturday - Sunday Adult

Prime (All Day)	\$ 178.25	\$ 183.50	\$ 190.75	\$ 198.50
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### ARENA ICE RENTAL PER HOUR, PRIVATE INDIVIDUAL (+ GST) Rates September 1 - April 15

Private Individual	\$ 89.25	\$ 91.75	\$ 95.50	\$ 99.25
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### ARENA OFF SEASON ICE RENTAL (+GST) April 16 to August 31

Negotiated individually to cover base costs and any incremental charges.

Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities.

### ARENA NON-ICE RENTAL (+ GST)

Profit/Commercial/Business (hourly)	\$ 113.50	\$ 117.00	\$ 121.75	\$ 126.50
Profit/Commercial/Business (daily)	\$ 1,134.00	\$ 1,168.00	\$ 1,214.75	\$ 1,263.25
Adult Non-Profit Organization (hourly)	\$ 73.75	\$ 76.00	\$ 79.00	\$ 82.25
Youth Non-Profit Organization (hourly) / Private Individual	\$ 37.00	\$ 38.00	\$ 39.50	\$ 41.25

Special Events are negotiated individually to cover base costs and any incremental charges.

Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities.



# 2018 - 2021 RECREATION AND PARKS USER FEE SCHEDULE

SCHEDULE B

(Schedule in effect September 1, 2018 - August 31, 2021)

<b>PARK FACILITIES &amp; SPACES</b>	<b>Sep 2017 - Aug 2018</b>	<b>Sep 2018 - Aug 2019</b>	<b>Sep 2019 - Aug 2020</b>	<b>Sep 2020 - Aug 2021</b>
<b>BALL DIAMONDS (+GST)</b>				
Adult - Unserviced per hour / diamond	\$ 10.50	\$ 10.75	\$ 11.25	\$ 11.75
Youth - Unserviced per hour / diamond	\$ 5.50	\$ 5.50	\$ 5.75	\$ 6.00
Adult - Serviced per hour / diamond	\$ 23.00	\$ 23.75	\$ 24.75	\$ 25.75
Youth - Serviced per hour / diamond	\$ 11.50	\$ 12.00	\$ 12.50	\$ 13.00
<b>FOOTBALL / SOCCER FIELDS (+GST)</b>				
Adult daily - special community events	\$ 132.50	\$ 136.50	\$ 142.00	\$ 147.75
Adult - per hour	\$ 10.50	\$ 10.75	\$ 11.25	\$ 11.75
Youth daily - special community events	\$ 66.00	\$ 68.25	\$ 71.00	\$ 74.00
Youth - per hour	\$ 5.50	\$ 5.50	\$ 5.75	\$ 6.00
<b>COMMUNITY PARKS (+GST) Includes playgrounds</b>				
Adult daily - special community events	\$ 132.50	\$ 136.50	\$ 142.00	\$ 147.75
Youth daily - special community events	\$ 66.00	\$ 68.25	\$ 71.00	\$ 74.00



# TOWN OF HINTON

**POLICY TITLE:** Recreation & Parks User Fee Policy

**POLICY #:** 082

**EFFECTIVE DATE:** December 1, 2009

**ADOPTED BY**  
**COUNCIL ON:** November 17, 2009

## POLICY STATEMENT

The Town of Hinton provides a variety of recreation, leisure and sporting opportunities for residents and visitors. While the delivery of recreation services addresses a basic human need and reflects the values of our community and the desire to present Hinton as a vibrant centre, a user fee policy provides a balanced approach for establishing fees in consideration of achieving overall goals.

### 1. REASON FOR POLICY – GOALS

- Reducing the reliance on property taxes, by recovering an appropriate portion of the costs for various services from the user(s) that primarily benefit from them.
- Providing a fair and equitable process that encourages accessibility and participation.
- Ensuring that fees contribute to the public's effective and efficient use of Town resources.
- Identifying the relative pricing provided to various user segments.
- Establishing meaningful and realistic goals that provide enough flexibility to meet evolving social values and changing fiscal pressures.

### 2. DEFINITIONS

Corporation – refers to the Corporation of the Town of Hinton.

Council Approved Fees – refers to general admission fees, Recreation Centre rental fees and sports fields / parks rental fees that require Council approval.

Cost Recovery – refers to all direct costs (i.e., operating) that are recovered through user fees and other non-tax levy revenue sources, or as defined through updated Corporation standards. This does not include capital costs, or overhead costs like accounting services, ground maintenance, senior administration, insurance, maintenance of common areas etc.).

Department – refers to the Department responsible for recommending the applicable fees to Council, or to whom the authority for setting fees has been delegated.

Fees - are monetary payments for services, as described below and shall exceed the costs and resources required to collect the fee, unless the fee is being used to help regulate usage; fees are established to recover a percentage of the costs of a particular range of services from the user(s) that primarily benefit from them.

Booking / Administrative Fees – fees charged where low or no fee is set, but where there is determined a need to track or manage resources and apply administrative processes (i.e. refunds).

Fees for Goods – fees charged for merchandise (for example, publications, souvenirs, food, etc.)

General Admission Fees - entrance fees charged for facility access and/or use.

Non-Council Approved Fees – refers to all fees and charges that do not require Council approval. This includes all fees for programs, service fees, equipment use, fees for goods, booking/administrative fees, promotional programs and all other Department approved contracts and agreements.

Program Fees – fees charged for participation in selected recreation instructional/educational programs and/or special events (for example, swim lessons, day camps, Halloween events, etc.)

Promotional Program – refers to a strategic initiative that targets specific user segments with the intent of maximizing revenue generation and/or access through special discount programs (i.e., discounted pricing during low-use times to encourage increased revenue generation, bulk-purchase discounts to encourage higher volume sales, targeted programs aimed at special sub-populations, etc.), or can refer to the need to advertise select future rates in advance of formal approval in order to meet early publication deadlines (provided that this early promotion of future rates clearly communicates that they may be subject to change).

Rate Class – refers to a defined segment of the population, as described below.

Adult – defined as any person aged 18 and older, but under the age of 60.

Attendant Caregiver – defined as the primary health care aide who accompanies a person with a disability to minimize any potential barriers for their direct participation.

Child – defined as any person aged 6 to 12.

Family – defined as those individuals who share the same Personal Health Care.

Preschool – defined as any person aged 5 and under.

Minor Group – defined as any sporting group, club or organization that is registered as a not-for-profit organization, with at least 75% of the participants under 18.

Senior – defined as any person aged 60 and older.

Youth – defined as any person aged 13 to 17.

Rental Fees – fees charged for the reservation and use of a space or facility (for example, arenas, meeting rooms, pool, etc.).

Service Fees – additional fees charged to accommodate more specific user needs (for example, extra lifeguard surcharge to ensure lifeguarding standards are met on larger group pool rentals, providing babysitting services, etc.).

### **3. RESPONSIBILITIES**

Town Council shall:

- approve the User Fee Policy and any subsequent amendments;
- approve each three-year fee schedule term; and
- during the budget process, approve any mid-term fee changes of 2% or more

Director of Community & Protective Services shall:

- ensure compliance with the Fee Policy; and
- approve all mid-term fee changes of less than 2%

Parks, Recreation & Culture Manager shall:

- recommend for Council approval of the User Fee Policy and all subsequent amendments;
- recommend for Council approval of each three-year fee schedule;
- recommend for Director approval any mid-term fees changes of less than 2%;
- recommend for Council approval during the budget process, any mid-term fee changes of 2% or more;
- ensure compliance with the Fee Policy;
- approve all non-Council approved fees; and
- approve the establishment of promotional programs and the setting of new fees in response to short term, temporary and other Department initiatives.

All Division Directors, Managers and Supervisors shall:

- ensure compliance with the Fee Policy; and
- review and recommend to the Parks, Recreation & Culture Manager, for their specific area of responsibility.

#### **4. METHODS AND PROCEDURES**

User Fee Considerations – The following general pricing approaches are considered when user fees are developed:

- Strategic Directions – fees are developed under the general guidance from any corporate policies and directives, approved strategic/long-range plans, or approved budget documents.
- Cost Based – fees are developed in recognition of the changing costs required to offer those services and cost recovery targets that have been established through business planning processes. Cost recovery targets recognize the evolving relationship between the public good and the benefit provided to the individual user(s), and require a multi-year perspective.
- Market Based – fees are developed in consideration of evolving industry trends, and the fees charged for other similar opportunities provided by alternate service providers.
- Social Responsibility Based – fees are developed in recognition of the social benefits and outcomes desired (for example, implementation of a reduced fee program that encourages access by disadvantaged user groups).
- Revenue Based – individual fees are strategically developed to maximize revenue growth in consideration of price sensitivity, price elasticity, volume and demand curves, and any other pricing considerations.

- Supportable – fees are developed in consideration of user feedback and pricing research completed (for example, regional surveys, user surveys, etc.).
- Marketable – fees are developed to respond to quickly evolving market conditions, with the intent of increasing attendance volumes (and thereby revenue growth) and/or encouraging more sustainable revenue streams through promotional programs. Fees and pricing relationships are to be easy to understand and implement (for example, price rounding).
- Sustainable – fees are developed to ensure the future sustainability of services through the potential reinvestment of proceeds where appropriate.
- Harmonized – wherever appropriate, fees for like services, programs or amenities at different facilities shall be similarly priced to ensure consistency, fairness and equitability.

Rate Structure – the following rate structure establishes the general ratios among the various categories:

- Adult / General Rate (base rate) – The adult rate shall be initially calculated considering direct costs of the provision of the service within the context of the aforementioned user fee considerations. Where applicable, the adult rate shall be the base rate for all other rate calculations.
- Attendant Caregiver Rate – When a person with a disability is accompanied by his/her caregiver, the admission charge for that caregiver shall be zero.
- Child Rate – The child rate shall be set at (approximately) 60% of the adult rate.
- Family Rate – The family rate shall be set at the (approximate) equivalent cost of the sum of 1 adult rate and 2 child rates.
- Preschool Rate – The preschool rate shall be set at (approximately) 25% of the adult rate.
- Minor Group Rate – The minor group rate shall be set at (approximately) 50% of the adult group rate.
- Youth Rate – The youth rate shall be set at (approximately) 75% of the adult rate.
- Senior Rate – The senior rate shall be set at (approximately) 75% of the adult rate.

- Punch Card Fees (10 visits) – The punch card fee for each category shall be set at (approximately) 90% of the combined total of 10 single admission rates for each corresponding category.
- Season Pass Rates – The season pass rates shall be set by applying the following formula grid and whereby use will be free to the user after the designated number of visits has been achieved. The number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Pass Rate for each facility use:
  - 3 Month: 15 Uses
  - 6 Month: 28 Uses
  - 12 Month: 45 Uses

Accessibility - The Department shall continue to monitor affordability and other potential barriers to participation, and where required, will make recommendations to Council when additional resources are required to advance specific initiatives to reduce barriers based on the needs of the community and information available at the time. For example, programs such as the development of a program providing individuals below a pre-established economic threshold with greater subsidized access to recreation services.

Fee Change Timelines – user fee schedules shall be created and approved by Council in three year increments with new rates being effective September 1 of one year to August 31 of the next year. Changes of 2% or more to the Council approved three year fee schedule shall be proposed during the budget process of the preceding year and approved by Council.

Request for Waiving of Fees – administration shall not waive fees, but can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives shall be presented to the Parks, Recreation & Culture Manager for approval. Exceptional requests may be forwarded to Council (or a designated board/committee) for their consideration. Council shall not waive fees but will provide a grant to the group to cover all, or a portion of, the fee.



# FACILITY DAILY ADMISSION, PUNCH CARD, MEMBERSHIP FEE SCHEDULE A (incl. GST)

(Effective September 1, 2015 - August 31, 2018)

Recreation & Parks User Fee Policy #082 approved by Town Council

All future increases for all user fees under Policy #082 (including General Daily Admission rates) will be implemented September 1 of each year and will be rounded to the nearest \$0.25.

<b>GENERAL ADMISSIONS</b>		2014-15	2015-16	2016-17	2017-18
Family	(2 Adults + their children living in the same house)	\$ 13.00	\$ 13.75	\$ 14.00	\$ 14.25
Adult (18+ years)		\$ 6.00	\$ 6.25	\$ 6.50	\$ 6.75
Senior (60+ years)		\$ 4.50	\$ 4.75	\$ 4.75	\$ 5.00
Youth (13-17 years)		\$ 4.50	\$ 4.75	\$ 4.75	\$ 5.00
Child (6-12 years)		\$ 3.50	\$ 3.75	\$ 3.75	\$ 4.00
Preschool (5 and under)		\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.75

## 10 - Punch Cards:

		2014-15	2015-16	2016-17	2017-18
<b>FAMILY</b>	Two adults and their children living in the same household	\$ 117.00	\$ 123.75	\$ 126.00	\$ 128.25
<b>ADULT</b>	Person aged 18 to 59.	\$ 54.00	\$ 56.25	\$ 58.50	\$ 60.75
<b>SENIOR</b>	Person aged 60 and older.	\$ 40.50	\$ 42.75	\$ 42.75	\$ 45.00
<b>YOUTH</b>	Person aged 13 to 17.	\$ 40.50	\$ 42.75	\$ 42.75	\$ 45.00
<b>CHILD</b>	Person aged 6 to 12.	\$ 31.50	\$ 33.75	\$ 33.75	\$ 36.00
<b>PRESCHOOL</b>	Person aged 5 and under.	\$ 13.50	\$ 13.50	\$ 13.50	\$ 15.75

"Punch Card Fees (10 visits) – The punch card fee for each category shall be set at (approx.) 90% of the combined total of 10 single admission rates for each corresponding category."

Punch cards are transferable to other users in the same or lower category and do not expire.

Punch cards are handy so customers do not have to carry cash.

Punch card use shortens the wait time at the admissions desk (a simple punch vs. cash transaction).

## Memberships: (age descriptions as above)

	2015-16			2016-17			2017-18		
	3-mo	6-mo	annual	3-mo	6-mo	annual	3-mo	6-mo	annual
<b>FAMILY</b>	\$ 206.25	\$ 385.00	\$ 618.75	\$ 210.00	\$ 392.00	\$ 630.00	\$ 213.75	\$ 399.00	\$ 641.25
<b>ADULT</b>	\$ 93.75	\$ 175.00	\$ 281.25	\$ 97.50	\$ 182.00	\$ 292.50	\$ 101.25	\$ 189.00	\$ 303.75
<b>SENIOR</b>	\$ 71.25	\$ 133.00	\$ 213.75	\$ 71.25	\$ 133.00	\$ 213.75	\$ 75.00	\$ 140.00	\$ 225.00
<b>YOUTH</b>	\$ 71.25	\$ 133.00	\$ 213.75	\$ 71.25	\$ 133.00	\$ 213.75	\$ 75.00	\$ 140.00	\$ 225.00
<b>CHILD</b>	\$ 56.25	\$ 105.00	\$ 168.75	\$ 56.25	\$ 105.00	\$ 168.75	\$ 60.00	\$ 112.00	\$ 180.00
<b>PRESCHOOL</b>	\$ 22.50	\$ 42.00	\$ 67.50	\$ 22.50	\$ 42.00	\$ 67.50	\$ 26.25	\$ 49.00	\$ 78.75

- Membership Pass Rates – The pass rates shall be set by applying the following formula grid whereby use will be free to the user after the designated number of visits has been achieved. The number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Pass Rate for each facility use:
  - 3 Month: 15 Uses
  - 6 Month: 28 Uses
  - 12 Month: 45 Uses



## 2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE B

<b>GENERAL RECREATION CENTRE</b>	<b>Sep 1/14- Aug 31/15</b>	<b>Sep 1/15- Aug 31/16</b>	<b>Sep 1/16- Aug 31/17</b>	<b>Sep 1/17- Aug 31/18</b>
<b>ROOM RENTAL PER HOUR (+ GST) Peoples Centre, Board Room, Concession Eating Area</b>				
Profit/Commercial/ Business	\$ 33.25	\$ 35.00	\$ 36.00	\$ 37.00
Adult Not-For-Profit Organization	\$ 26.00	\$ 27.25	\$ 28.00	\$ 28.75
Youth Not-For-Profit Organization	\$ 12.50	\$ 13.75	\$ 14.00	\$ 14.25
Party Rental, Private Individual (min 2 hrs, max 6 hrs))	\$ 12.50	\$ 13.75	\$ 14.00	\$ 14.25
<b>DAILY ROOM RENTAL (+ GST)</b>				
Peoples Centre, Board Room & Concession Eating Area	\$ 149.75	\$ 157.25	\$ 161.25	\$ 165.25
Concession Kitchen - Off Season (per day)	\$ 107.50	\$ 113.00	\$ 115.75	\$ 118.75
<b>STORAGE ROOMS / LOCKER SPACE (+ GST)</b>				
Storage Rooms Yearly (ie Minor Hockey)	\$ 313.00	\$ 328.75	\$ 337.00	\$ 345.50
Storage Rooms Monthly	\$ 28.50	\$ 30.00	\$ 30.75	\$ 31.50
Equipment Lockers Yearly (Arenas & Figure Skating)	\$ 164.75	\$ 173.00	\$ 177.25	\$ 181.75
Court & Pool Lockers (per month)	\$ 9.50	\$ 10.00	\$ 10.25	\$ 10.50

### **STAT HOLIDAY RENTAL RATES 100% Actual Cost Recovery**

Statutory holidays are considered prime time and therefore charged out at prime time rate for all bookings. When the rental will result in additional costs (i.e. custodians, customer service clerks, lifeguards, extra set-up/take-down, etc.) these costs will be minimized where possible (by performing work before or after the stat, for example) but all extra charges will be added to the total rental fee at 100% cost recovery.

<b>POOL FACILITY</b>	<b>Sep 1/14- Aug 31/15</b>	<b>Sep 1/15- Aug 31/16</b>	<b>Sep 1/16- Aug 31/17</b>	<b>Sep 1/17- Aug 31/18</b>
<b>POOL RENTAL PER HOUR (+ GST) include 40 people max. Extra lifeguard charged at 41, 81, 121, etc. people.</b>				
Adult Non Profit Organization	\$ 146.75	\$ 154.00	\$ 157.75	\$ 161.75
Youth Non Profit Organization	\$ 73.50	\$ 77.00	\$ 79.00	\$ 81.00
Per lane rental	\$ 13.00	\$ 13.75	\$ 14.00	\$ 14.25
Party Rental, Private Individual		\$ 77.00	\$ 79.00	\$ 81.00
<b>POOL RENTAL OUTSIDE NORMAL OPERATING HOURS</b>				
Negotiated individually to cover base costs and any incremental charges.				
Cost factors include expected service level, quantity of time booked, proximity of booking to regular hours & utilities. (Minimum for any rental rate is the non-prime rate).				



## 2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE

### ARENA FACILITIES

	Sep 1/14- Aug 31/15	Sep 1/15- Aug 31/16	Sep 1/16- Aug 31/17	Sep 1/17- Aug 31/18
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### ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Youth Rates September 1 - April 15

#### Monday - Friday Youth

6:30 am - 4:00 pm (non-prime)	\$ 53.00	\$ 55.75	\$ 57.25	\$ 58.75
4:00 pm - 9:00 pm (prime)	\$ 80.75	\$ 85.00	\$ 87.00	\$ 89.25

#### Saturday - Sunday Youth

6:30 am - 9:00 pm (prime)	\$ 80.75	\$ 85.00	\$ 87.00	\$ 89.25
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### ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Adult Rates September 1 to April 15

#### Monday - Friday Adult

4:00 pm - 11:00 pm (prime)	\$ 161.75	\$ 169.75	\$ 174.00	\$ 178.25
11 pm - 4 pm next day (non-prime)	\$ 105.25	\$ 110.50	\$ 113.25	\$ 116.00

#### Saturday - Sunday Adult

8:00 am - 11:00 pm (prime)	\$ 161.75	\$ 169.75	\$ 174.00	\$ 178.25
11:00 pm - 8:00 am (non-prime)	\$ 105.25	\$ 110.50	\$ 113.25	\$ 116.00

### ARENA ICE RENTAL PER HOUR, PRIVATE INDIVIDUAL (+ GST) Rates September 1 - April 15

Party Rental, Private Individual		\$ 85.00	\$ 87.00	\$ 89.25
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### ARENA OFF SEASON ICE RENTAL (+GST) April 16 to August 31

Negotiated individually to cover base costs and any incremental charges.

Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities.

(Minimum rate is the non-prime rate).

### ARENA NON-ICE RENTAL (+ GST)

Profit/Commercial/Business (hourly)	\$ 102.75	\$ 108.00	\$ 110.75	\$ 113.50
Profit/Commercial/Business (daily)	\$ 1,027.75	\$ 1,079.25	\$ 1,106.25	\$ 1,134.00
Adult Rental Non Profit Organization (hourly)	\$ 67.00	\$ 70.25	\$ 72.00	\$ 73.75
Youth Rental Non Profit Organization (hourly)	\$ 33.25	\$ 35.00	\$ 36.00	\$ 37.00
Party Rental, Private Individual		\$ 35.00	\$ 36.00	\$ 37.00

Special Events are negotiated individually to cover base costs and any incremental charges.

Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities.

(Minimum rate is the non-prime rate).



## 2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE

<b>PARK FACILITIES &amp; SPACES*</b>	<b>Sep 1/14- Aug 31/15</b>	<b>Sep 1/15- Aug 31/16</b>	<b>Sep 1/16- Aug 31/17</b>	<b>Sep 1/17- Aug 31/18</b>
<b>BALL DIAMONDS (+GST)</b>				
Adult - Unserviced per hr/diamond	\$ 9.50	\$ 10.00	\$ 10.25	\$ 10.50
Youth - Unserviced per hr/diamond	\$ 4.75	\$ 5.00	\$ 5.25	\$ 5.50
Adult Groups - Serviced per hr/diamond	\$ 21.00	\$ 22.00	\$ 22.50	\$ 23.00
Youth Groups - Serviced per hr/diamond	\$ 10.50	\$ 11.00	\$ 11.25	\$ 11.50
<b>FOOTBALL FIELDS &amp; SOCCER PITCHES (+GST)</b>				
Adult daily - special community events	\$ 120.00	\$ 126.00	\$ 129.25	\$ 132.50
Adult - per hr/pitch	\$ 9.50	\$ 10.00	\$ 10.25	\$ 10.50
Youth daily - special community events	\$ 59.50	\$ 63.00	\$ 64.50	\$ 66.00
Youth - per hr/pitch	\$ 4.75	\$ 5.00	\$ 5.25	\$ 5.50
<b>COMMUNITY PARKS (+GST) Includes playgrounds</b>				
Adult daily - special community events	\$ 120.00	\$ 126.00	\$ 129.25	\$ 132.50
Youth daily - special community events	\$ 59.50	\$ 63.00	\$ 64.50	\$ 66.00
<b>FOOD BOOTH (+GST)</b>				
Daily Facility Rental - (Includes propane)	\$ 71.25	\$ 74.75	\$ 76.50	\$ 78.50

\*User fees will be applied on a proportional facility-use basis.

2018	JASPER	EDSON	GRANDE CACHE	BROOKS	CANMORE	DRAYTON VALLEY	FT SASK	WHITE-COURT	HINTON Current	Average
<b>POOL</b>										
<b>DAILY ADMISSIONS</b>										
Family	21.60	12.00	14.00	18.50	13.00	15.50	14.00	17.45	14.25	15.59
Adult	8.20	6.00	6.50	7.25	7.00	6.50	6.75	8.20	6.75	7.02
Senior	7.32	4.25	5.25	6.00	6.00	4.50	5.00	6.15	5.00	5.50
			70+ Free		80+ Free			70+ Free		
Youth	7.32	4.25	4.75	5.75	4.00	4.50	5.00	5.10	5.00	5.07
Child	6.13	2.75	4.75	3.25	3.00	4.50	3.75	3.60	4.00	3.97
Preschool	4.68	1.50	Free	Free	Free	3.25	3.75	\$3.60	1.75	2.06
Infant- under 2/3	Free	Free	Free	Free	Free	n/a	Free	Free	n/a	
										All Access
<b>PUNCH CARDS (10)</b>										
Family	182.23	n/a	See Passes	See Passes	n/a	139.00	126.00	n/a	See	
Adult	70.89	54.00	All Facilities	All Facilities		58.00	61.50		Passes	
Senior	63.29	38.25				39.50	45.00		All	
Youth	63.29	38.25				39.50	45.00		Facilities	
Child	53.17	24.75				39.50	33.00			
Preschool	40.45	13.50				27.75	33.00			
		20 p avail								
<b>POOL PASSES</b>										
Family (1yr)	905.43	573.75	See Passes	See Passes	1,092.00	495.50	980.00	Family pkgs	See	
Family (6m)	603.60	357.00	All Facilities	All Facilities		347.00		vary	All	
Family (3m)	452.70	191.25			357.00	223.25		see handout	Facilities	
Family (1m)	260.73				123.00	83.00	98.00			
Adult (1yr)	362.16	357.00			504.00	404.50	450.00			
Adult (6m)	241.47	198.00				284.25				
Adult (3m)	181.06	99.00			165.00	182.00				
Adult (1m)	113.34				59.00	67.75	45.00			
Senior (1yr)	201.22	191.25			384.00	248.25	350.00			
Senior (6m)	175.60	119.00				174.00				
Senior (3m)	150.90	63.75			122.00	112.00				
Senior (1m)	93.70				42.00	42.50	35.00			
					80+ Free					
Youth (1 year)	201.22	191.25			288.00	248.25	350.00			

2018	JASPER	EDSON	GRANDE CACHE	BROOKS	CANMORE	DRAYTON VALLEY	FT SASK	WHITE-COURT	HINTON Current	Average
Youth (6m)	175.60	119.00				174.00				
Youth (3m)	150.90	63.75			89.00	112.00				
Youth (1m)	93.70				39.00	42.50	35.00			
Child (1 year)	243.04	133.00			216.00	248.25	185.00			
Child (6m)	161.71	74.00				174.00				
Child (3m)	117.74	37.00			70.00	112.00				
Child (1m)	72.42				24.00	42.50	18.00			
Preschool (1 year)	185.13	67.50			Free	120.50	185.00			
Preschool (6m)	123.73	42.00				84.50				
Preschool (3m)	88.47	22.50				54.50				
Preschool (1m)	56.66					20.25	18.00			
Infant	Free	Free				n/a	Free	n/a		
<b>RENTALS</b>										
Adult Rental					211.25				161.75	
Youth Rental					72.00				81.00	
Party Rental		85.00	131.75	72.00-51.50					81.00	
Play Pool Only										
Per Lane rental									14.25	
Adult Out of Town										
Youth Out of Town										

2018	JASPER	EDSON	GRANDE CACHE	BROOKS	CANMORE	DRAYTON VALLEY	FT SASK	WHITE-COURT	HINTON Current	Average
<b>PASSES, ALL FACILITIES</b>										
Family (1yr)	1,606.99		930.75	1,014.00	1,428.00	1,145.00	1,194.28		641.25	1137.18
Family (6m)	1,071.33		558.50			800.00			399.00	707.21
Family (3m)	803.51		310.50	300.00	465.00	515.00			213.75	521.55
Family (1m)	530.31		124.25	110.00	159.00	190.50	114.00			204.68
Adult (1yr)	642.79		428.25	553.00	660.00	535.00	569.25		303.75	527.43
Adult (6m)	428.52		257.00			375.00			189.00	312.38
Adult (3m)	321.41		143.25	153.50	215.00	241.00			101.25	195.90
Adult (1m)	189.57		57.50	54.00	75.00	89.25	51.75			86.18
Senior (1yr)	535.65		335.50	453.00	492.00	357.00	453.75		225.00	407.41
Senior (6m)	357.12		201.00			250.00			140.00	237.03
Senior (3m)	267.83		112.00	126.00	160.00	160.00			75.00	150.14
Senior (1m)	141.23		45.00	44.00	55.00	60.00	41.25			64.41
			70+ Free		80+ Free					
Youth (1 year)	535.65		298.25	378.00	372.00	357.00	330.00		225.00	356.56
Youth (6m)	357.12		179.00			250.00			140.00	231.53
Youth (3m)	267.83		99.25	105.00	115.00	160.00			75.00	137.01
Youth (1m)	141.23		40.00	37.00	39.00	60.00	30.00			57.87
						12-18 yrs				
Child (1 year)	535.65		298.25	245.00	276.00	n/a	269.50		180.00	300.73
Child (6m)	357.12		179.00						112.00	216.04
Child (3m)	267.83		99.25	68.00	85.00				60.00	116.02
Child (1m)	141.23		40.00	25.00	29.00		24.50			51.95
Preschool (1 year)	n/a		Free	Free	Free	n/a	269.50		78.75	
Preschool (6m)	n/a								49.00	
Preschool (3m)	n/a								26.25	
Preschool (1m)	n/a						24.50			
10-use punch Family	n/a		113.25	20 Punch		n/a	193.50		128.25	145.00
10-use punch Adult	109.53		52.50	Available		n/a	n/a		60.75	74.26
10-use punch Senior	81.70		41.50			n/a	n/a		45.00	56.07
10-use punch Youth	81.70		37.00			n/a	n/a		45.00	54.57
10-use punch Child	81.70		37.00			n/a	n/a		36.00	154.70
10-use punch Preschool	n/a		Free			n/a	n/a		15.75	

2018	JASPER	EDSON	GRANDE CACHE	BROOKS	CANMORE	DRAYTON VALLEY	FT SASK	WHITE-COURT	HINTON Current	Average
<b>ARENAS</b>										
<b>DAILY ADMISSIONS</b>										
Family	n/a	8.00	See Pool	See Pool	13.00		20.00		See Pool	
Adult	3.65	4.50	Admissions	Admissions	7.00	5.75	8.75		Admissions	
Senior	3.65	3.00	(same)	(same)	6.00	5.75	7.25		(same)	
Youth	1.85	3.00			4.00	4.50	5.00			
Child	1.85	2.00			3.00	3.00	4.50			
Preschool	Free	Free			Free		4.50			
Shinny	A- 8.40	A- 4.50					under 2 free			
	Y- 5.50	S- 3.00								
<b>ARENA RATES - HOURLY (ice)</b>										
Adult Prime	210.00	185.00	169.75	173.00	215.00	166.75	225.62	148.00	178.25	185.71
Adult Non Prime	157.50	105.00	107.00	47.75	120.00	117.00	135.36	123.00	116.00	114.29
Youth Prime	105.00	103.00	86.50	87.50	110.00	91.50	131.57	87.00	89.25	99.04
Youth Non Prime	78.75	78.00	53.75	47.75	85.00	65.00	79.04		58.75	68.26
Youth Game Rate	114.00									
Party Rentals						89.25			89.25	
<b>ARENA RATES (No ice)</b>										
Adults - hourly	61.90	45.00	75.00	71.00		335 (daily)	100.00	45.00	73.75	
Youth - hourly	37.62	45.00	37.50	35.75		270 (daily)	70.00	40.00	37.00	
Prof/Com/Bus per hour									113.50	
Prof/Com/Bus per day	1,190.00	312.00-625.00	366.00	1,042.75		560.00	1,500.00		1,134.00	
Party Rentals - hourly		45.00							37.00	
<b>ARENA PASSES</b>										
Family	See Passes	1yr - 149.00	n/a	See Passes		See Passes				
Adult	All Facilities	1 yr - 79.00		All Facilities		All Facilities				
Senior (6m)						1 yr - 59.00				
Youth (6m)						1 yr - 49.00				
Child (6m)						1 yr - 39.00				
Preschool (6m)						Free				

2018	JASPER	EDSON	GRANDE CACHE	BROOKS	CANMORE	DRAYTON VALLEY	FT SASK	WHITE-COURT	HINTON Current	Average
<b>MEETING ROOMS</b>										
Prof/Comm/Bus - per hr			38.00		25.00				37.00	
Adult Non Profit - per hr			23.00		15.00				28.75	
Youth Non Profit - per hr			23.00		15.00				14.25	
Day Rate	172.83			128.25					165.25	
Per Hour Rate	25.38			22.75						
<b>PARKS (Sportsfields)</b>										
Adult (unserviced)/hour		Has never	39.50/game						10.50	
		Charged -	118.50/day							
Youth (unserviced)/hour		Users	39.50/game						5.50	
		Minor Ball,	118.50/day							
Adult (serviced)/hour		Soccer,							23.00	
Youth (serviced)/hour		Rugby							11.50	
Youth Daily Rate									66.00	
Adult Daily Rate									132.50	



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** March 22, 2017

**TO:** **STANDING COMMITTEE MEETING OF MARCH 27, 2018**

**FROM:** Wendy Jones, Director of Planning and Development

**APPROVED BY:** Denise Parent, Interim Chief Administrative Officer

**RE:** **Town of Hinton – Water Treatment Plant**  
**Future Water Treatment Plant Feasibility Study**

### Purpose

The 2017-2021 Council Strategic Plan, Town Council established Objective 4.1: Execute informed decisions on maintenance, renovation, and new development of infrastructure with Key Strategy (4.1.4): secure a sustainable potable water supply ("KS"). Goal 4: Maintain safe and reliable infrastructure able to meet the needs of the growing community also aligns with the December 19, 2017, Regular Council meeting Town of Hinton – Water Treatment Plant where Council passed the following motion:

1. *That Council authorize the Chief Administrative Officer to:*

- a. *enter into a scope change with ISL Engineering Land Services for a value not to exceed \$120,000 for the purpose of developing conceptual options and a construction budget for a new Water Treatment Plant.*

ISL Engineering and Land Services ("ISL") has provided a draft Confidential Water Treatment Plant Feasibility Study ("Study") dated March 2018. As the Study identifies private and public lands, Administration will provide Council with six (6) options that have been evaluated for the future Water Treatment Plant location for Council's deliberation in-camera.

### Previous Council Direction:

The Town of Hinton ("Town") and West Fraser Mills Ltd. ("Mill") are developing Agreements that establish transitional and near future obligations and expectations for the purpose of operating and supplying potable water to the Town starting 2018. The Study commissioned facilitates the Town in moving forward with meeting its obligations with the Mill and to provide a long-term strategy for the future Water Treatment Plant.

A Transition Agreement was signed by the Mill and the Town which allows the Mill to continue to operate the Water Treatment Plant ("WTP") and supply potable water to the Town until May 2018. After this date, it is the Town's responsibility to operate the potable WTP subject to the provision of an Approval by Alberta Environment and Parks ("AEP"). Aquatera Utilities Inc. ("Aquatera") and the Town have entered into an Agreement that provides for the Town to take over the responsibility from the Mill for the operation and maintenance of the Water Treatment Plan effective May 1, 2018 to May 1, 2023 per Council's motion at the Regular Meeting of Council on March 20, 2018.

### **Administration Comments on Situation / Options**

The Study for the Town's future WTP has assessed and evaluated the future WTP at six (6) locations with considerations allowing for a future Water Diversion License in the Town's name. ISL's evaluation has identified the potential for project phasing and included phased capital cost estimates for each of the assessed locations. All of the locations and phasing options provide varying levels of independence from the Mill, some of which the Town can implement in the long-term. Further discussion of these options will be held in-camera at the Standing Committee Meeting of Council on March 27, 2018.

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

Council's direction is required to narrow down the options, so that Administration and ISL can explore acquiring the land(s) and completing a more comprehensive geotechnical assessment of the desired location(s) to ensure that the ground conditions are suitable for a future Water Treatment Plant. While it is the Mill's expressed desire to remove their liability as a private sector business in operating and providing the Town with potable water; the Town must continue to move forward with their commitment to the Mill and identify a long-term strategy toward the future WTP.

Administration proposes to bring forward a Request for Decision at the April 3, 2018 Regular Meeting of Council subject to Council's in-camera deliberations.

## DASHBOARD: COUNCIL ACTION PENDING

As of March 23, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Mar 2017 Municipal Office Status Report	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.	Denise Parent	31 Dec 2019	Pending	No action taken to date. Low priority with current staffing resources. Mar. 23/18 To be considered under the Economic Development Strategy. Due date revised from 12/31/17 to 12/31/19.
May 2017 Council Action Pending List	MD - 1404	The Mobile Home Sites Tenancy Act be added to a Standing Committee meeting.	Denise Parent	31 May 2018	In Progress	Delayed until Mayor can schedule a meeting with the Minister. Mar. 23/18 Next steps to review with Council to provide background information and current status.
May 2017 Council Action Pending List	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.	Dale Woloszyn	28 Sep 2018	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. UPDATE Jan. 26/18: Report delayed until the Landfill Authority approves its mandate on how it wants to move forward in waste reduction and separating (organics).
15 Aug 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.	Denise Parent	30 Mar 2018	In Progress	To be brought forward with ATE Policy discussion in first quarter 2018.
05 Sep 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.	Denise Parent	30 Mar 2018	In Progress	Finalized gathering information from other communities and consulting regulatory / legislative parameters. Draft presented to Council Mar. 27/18 and then bylaw to be brought to Council for first reading, 2 weeks of public feedback and then 2nd/3rd reading.

## DASHBOARD: COUNCIL ACTION PENDING

As of March 23, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
27 Feb 2018	MD - 1482	Bring forward a revised conference attendance policy including AUMA, FCM and other conferences and training related activities.	Denise Parent	10 Apr 2018	In Progress	Delayed to April 10th due to heavy agenda on March 27th.
27 Feb 2018	MD - 1495	<p>That Council direct Administration to bring forward a review of Hinton's Public Transit System to the September 10, 2018, Standing Committee Meeting, including an assessment in terms of the fare structure, organizational structure, identification / management of assets, approach to service delivery, and network design. The report should also contain:</p> <ol style="list-style-type: none"> <li>1. Research from municipal comparators on their respective fares and public subsidization to operate public transit systems;</li> <li>2. Analysis of our fare rates, marketing of advertising opportunities, potential changes to service levels, and exploration of other possible efficiencies and strategies to minimize the level of taxpayer subsidization of public transit in Hinton.</li> <li>3. The implications of implementing any of the potential changes indicated above;</li> <li>4. Recommendations to address Administration's observations</li> </ol> <p>That the motion on the floor be postponed to the April 3, 2018 Regular Council meeting to allow Administration time to review the workplan timing and use of staff versus external resources.</p>	Laura Howarth	03 Apr 2018	In Progress	Workplan timing and resources report is scheduled for Apr.03.18.
27 Feb 2018	MD - 1500	Develop a Recreation Centre Feasibility Study detailed project work implementation plan and budget to be brought forward to the April 10, 2018 Standing Committee meeting.	Wendy Jones	10 Apr 2018	Pending	

## DASHBOARD: COUNCIL ACTION PENDING

As of March 23, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Feb 2018	MD - 1501	Arrange a special Recreation Centre meeting prior to April 10, 2018 for the purposes of procedure, next steps, scope of vision.	Wendy Jones	09 Apr 2018	Pending	
Feb 2018	MD - 1502	Council Action Pending list to be brought to the March 27, 2018 Standing Committee meeting for discussion.	Denise Parent	27 Mar 2018	Pending	