

Town of Hinton  
STANDING COMMITTEE MEETING

Agenda

July 10, 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 - July 10, 2018

**CITIZENS "MINUTE WITH COUNCIL"**

**ACTION AND DISCUSSION ITEMS**

- 2 - 16
1. Recreation Centre Project Steering Committee Composition - Presented by Hans van Klaveren

**ADDITIONAL INFORMATION**

1. Urgent Matters from Council
- 17 - 25 2. Chief Administrative Officer Status Report
  - a) Council Action Pending List
3. Executive Assistant Logistics Information

**ADJOURNMENT**

1. Adjournment



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** July 5, 2018

**TO:** **STANDING COMMITTEE MEETING OF JULY 10, 2018**

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

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

**RE:** **Terms of Reference, Recreation Centre Project Steering Committee**

### **Purpose**

This item is before Council to seek direction to bring forward Terms of Reference for the Recreation Centre Project Steering Committee for decision (RFD) to the Regular Meeting of Council on July 17, 2018.

### **Issue**

Establishing the Terms of Reference and thereby the Steering Committee is the vital first step of the implementation plan and crucial to the timeline as part of the process to support Council making decisions in 2019 regarding the Recreation Centre.

Council passed the following motions at the June 19, 2018, Regular Meeting of Council:

*That Council direct Administration to develop a proposed Terms of Reference for the Recreation Centre Steering Committee to bring to Standing Committee on July 10, 2018*

*That Administration coordinate a launch meeting for the Recreation Centre Project Steering Committee for one weekend by the end of October 2018, that may also include representation and support from Administration and the project consulting team as specified by Council.*

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

Administration will be able to support the recruitment, selection and appointment process within the current established timeline and has confirmation that Yellowhead County is able to appoint a representative within the same parameters.

Administration is seeking Council's direction on the proposed Terms of Reference in order to bring them back to Regular Meeting of Council on July 17, 2018 for decision.

### **Attachments**

1. Recreation Centre Project Steering Committee - Proposed - Terms of Reference (DRAFT)

## **Recreation Centre Project Steering Committee - Proposed - Terms of Reference**

### **Purpose:**

The purpose of the Recreation Centre Project Steering Committee (RCPSC) is to make recommendations to Council and provide direction to Administration and the Town's consultants and contractors retained to undertake the work. This includes, but is not limited to:

- a. Defining a proposed date that the Implementation Plan will be completed and presented to Council for decision;
- b. Providing advice and feedback on scope, schedule, cost and quality concerns
- c. Facilitating project approvals at key milestones;
- d. Creating and monitoring sub-committees;
- e. Ensuring a financial model for operating the proposed facility aligns with and identifies the impacts on the operating financial objectives for the project;
- f. Facilitating communications between major internal and external stakeholders and oversee the communications plan;
- g. Ensuring issues are resolved and direction is provided concerning stakeholders and user group decisions during all phases; and,
- h. Leading in the delivery of the following Implementation Plan Tasks #2-11:
  2. Confirm Program
  3. Public Engagement
  4. Develop a Funding Plan
  5. Confirm Facility Operating Model & Management Structure
  6. Develop Procurement & Design / Construction Delivery Plan
  7. Determine Sustainability Goals / Policies
  8. Prepare building & Site Concept Design
  9. Develop Preliminary Infrastructure Servicing Plan
  10. Develop Class D Estimate
  11. Develop Design & Construction Schedule

The Steering Committee will report to Town of Hinton Council.

### **Composition:**

This Steering Committee will be formed by the full Hinton Town Council, plus one (1) Yellowhead County representative to be determined by Yellowhead County and two (2) Citizens-at-Large, representing a cross-section of the community and stakeholders (not necessarily residing in Hinton), and take a keen interest in the development and implementation of this project plan for the Recreation Centre facility.

Steering Committee members must be willing to participate in the activities of the committee in a constructive, collaborative manner. Representatives will include:

- a) All members of Hinton Town Council (7)
- b) Yellowhead County representative (1)
- c) Citizens-at-Large (2)

### **Tenure of Office:**

- a) Steering Committee members will commence their roles immediately upon approval by Council.
- b) It is intended that the Steering Committee will be a short commitment of between 3 to xx months.
- c) The Steering Committee will cease to exist upon completion of Council directed deliverables. All members will participate for the duration of the term.

### **Quorum:**

- a) Six (6) members of the Steering Committee shall constitute quorum.
- b) Recommendations of the Steering Committee shall be made by consensus of members in attendance at a meeting, provided quorum is present at the meeting.
- c) If consensus cannot be reached, a majority opinion will form the recommendation of the Steering Committee. Dissenting views will be noted and presented alongside the Steering Committee recommendations.
- d) All members will provide input into discussion relating to the issues of the Steering Committee.
- e) The proceedings of the Steering Committee will follow the Town of Hinton's Council Procedure Bylaw.

### **Reporting:**

- a) The Steering Committee will provide regular updates to Council and the public to ensure a high-level of community support and engagement.

### **Code of Conduct:**

- a) Each participant should avoid any situation that could be perceived as improper or unethical.
- b) All participants will ensure that the confidentiality of confidential information is maintained.
- c) Confidential information that members receive through their position must not be divulged to anyone other than persons who are authorized by Council to receive the information. A committee member must not use information that is gained due to his or her position or authority, which is not available to the public, in order to further the participant's private interest. Participants must not offer such information to spouses, associates, immediate family, friends, or persons with whom the member is connected by frequent or close association.

### **Timelines:**

- July 17, 2018                      Town Council approval of the Terms of Reference
- July 18 - August 21              Recruitment call for Citizens-at-Large and review of applicants
- August 28, 2018                 Appointment of the Citizens-at-Large Committee membership
- October, 2018                     First Steering Committee meeting
- 2019                                 Final reporting and recommendation for decision to Council regarding the advancement of the Recreation Centre Project Iteration 3

### **Meetings:**

- a) The Steering Committee will meet:
  - a. On a schedule determined at the first meeting of the Steering Committee
  - b. As agreed to providing at least seven days' notice to each member (notice of meeting may be waived by the consent of the majority of the Steering Committee)
- b) Meetings are expected to be workshop oriented, and between 2-xx hours each.

**Deliverables:**

- a) The Steering Committee will make recommendations to Council and provide direction to Administration and the Town's consultants and contractors retained to undertake the work.
- b) The Implementation Plan Tasks # 2-11 will be completed and their results will be presented to Council in 2019.
- c) Recommendation for decision to Council in 2019 regarding the advancement of the Recreation Centre Project Iteration 3.

**Administrative and Consultant Support:**

- a) The Town of Hinton will provide administrative support for any of the tasks as determined at the discretion of the Steering Committee. Such support could include:
  - a. Developing and preparing the agenda for each meeting
  - b. Keeping the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of the discussion, as well as any resolution of the Steering Committee
  - c. Providing each participant with notice of meetings and the agenda for the meeting
  - d. Providing each participant with a copy of the minutes
  - e. On behalf of the Recreation Centre Project Steering Committee, receive all correspondence, write all letters and communiques, and carry out duties typically performed by a secretary
- b) Town of Hinton Council approved a not-to-exceed \$200,000 capital budget expense to facilitate the Steering Committee and Administration to utilize GEC Consulting services or other consulting services as needed to support delivering final recommendations to Council.

**Resignation and Removal:**

- a) Members-at-Large of the Steering Committee may resign at any time upon written notice to the Chair of the committee. A Steering Committee Member-at-Large may be asked to resign if it is determined by the Chair that the Steering Committee Member-at-Large is being obstructive to the process of working collaboratively to propose the best workable solutions and strategies for Town Council consideration.

**References:**

- a) Bylaw #1070-2, Council Committees Bylaw (attached)



**TOWN OF HINTON  
BYLAW #1070-2  
BYLAW OF THE TOWN OF HINTON, IN THE PROVINCE OF ALBERTA  
TO ESTABLISH COUNCIL COMMITTEES**

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**WHEREAS** the Municipal Government Act, R.S.A. 2000, c. M-26 as amended, provides that a Council may by bylaw establish committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

**AND WHEREAS** Council of the Town of Hinton value full and transparent public involvement in major municipal decision making;

**AND WHEREAS** the Council of the Town of Hinton considers it expedient to establish Council Advisory Committees to represent the voice and will of the community and the various stakeholders and organizations, and thereby support and facilitate the achievement of Hinton's goals and visions and advise Council on matters relevant to their mandate.

**AND WHEREAS** the Council of the Town of Hinton respect the time of volunteers in the community and design Town Committees to do meaningful work in an efficient and effective manner.

**NOW THEREFORE** the Council of the Town of Hinton, in the Province of Alberta, enacts as follows:

**1. Title**

The short title of this bylaw is the "Council Committees Bylaw".

**2. Definitions**

1) In this bylaw:

- a) "Advisory Committee" means an ongoing committee established to represent and engage the community and advise Council on all matters relating to its mandate. Advisory Committees would normally hear first from community organizations and individuals that wish to appear before or communicate directly with Council on matters referred to within their Terms of Reference;
- b) "Citizen-at-large" means a person appointed to a committee pursuant to this Bylaw and who is a resident of the Hinton Community;
- c) "Committee" means any committee established by Council under the *Municipal Government Act* or this Bylaw;
- d) "Council" means the Council of the Town of Hinton;
- e) "Ex officio" means the Mayor, by virtue of office, is considered a voting committee member and forms part of the quorum when present;

- f) "Listening Team" means a member of Council responsible for attending, hosting, participating and/or gathering feedback at formal meetings that relate to their assigned pillar (ie. culture, recreation, education, wellness, local economy or environment).
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- g) "Member" means a member of a committee as contained in this bylaw;
- h) "Organizational Meeting" means the organizational meeting of Council;
- i) "Staff Representative" refers to the administration resource person appointed to a Committee by the Town Manager or designate;
- j) "Task Committee" refers to a term-specific committee created by an advisory committee to carry out a specific task by gathering information, implementing engagement or carrying out actions as may be required to assist the committee in the review and as set out in its Terms of Reference;
- k) "Terms of Reference" means those terms (ie. composition, statement of purpose, mandate, meetings) pertinent to the establishment and mandate of an individual committee;
- l) "The Hinton Community" includes the Hinton Service Area: stretches from Obed to the Jasper National Park boundary and from Cadomin to north of William A. Switzer Provincial Park. It includes 13 rural communities: Aspen Heights, Brule, Cadomin, Carldale, Entrance, Folding Mountain, Grandview Estates, Mountain View Estates, Muskuta Estates, Obed, Old Entrance, Overlander and Seabolt Estates;
- m) "Working Committee" means a term-specific advisory or task committee established by Council to represent and engage the community to study, review, advance and/or and make recommendations on a specific issue or matter of concern to the community relating to its mandate;
- 2) The titles or headings used in this bylaw are inserted for convenience of reference only and will not affect the interpretation or construction of this bylaw.

### **3. Application and Interpretation**

This bylaw shall apply to all council created committees with the exception of quasi-judicial bodies and provincially legislated boards and committees such as the Hinton Municipal Library Board and Policing Committee.

### **4. Overall Authority and Structure**

- 1) Town Council may form the following types of committees:
- Advisory Committees
  - Working Committees
  - Other committees as determined by Council

## **5. Establishment, Purpose and Responsibilities of Advisory Committees**

- 1) Council does hereby establish the Committees as set out in the Terms of Reference Schedules "A" and "B" attached hereto and forming part of this Bylaw.
- 2) Council may, by resolution, add to and amend the Bylaw schedules.
- 3) Advisory Committee Terms of Reference shall be reviewed every four (4) years to ensure they reflect the current mandate of the Advisory Committee in relation to the responsibility conferred upon the Advisory Committee of Council.
- 4) Each advisory committee shall:
  - a) provide a forum for examining timely or emergent issues of the community relevant to its mandate by considering topics from the following sources:
    - i) Receipt of requests or suggestions from Council;
    - ii) Requests or enquiries from the public; or
    - iii) Initiation from within the committee.
  - b) Actively engage with the public, partners and stakeholders, seek information and advice, and communicate the changing needs and pulse of the community to Council on Community Sustainability Plan ("CSP") initiatives, priorities and emergent issues.
  - c) Promote and support council's strategic plan through public engagement and open dialogue among community members, partners and stakeholders (not applicable to Community Engagement & Accountability Committee "CEAC").
- 5) Each advisory committee shall:
  - a) Cultivate and encourage individuals with specific interest and expertise to apply for membership to their committee or their task committee when vacancies occur with a focus on balanced community representation.

## **6. Establishment, Purpose and Responsibilities of Working Committees**

- 1) Council may establish, by resolution, Working Committees and shall provide each with written Terms of Reference.
- 2) Once the desired outcome has been achieved to the satisfaction of Council, the Working Committee is disbanded.

## **7. Establishment, Purpose and Responsibilities of Task Committees**

- 1) Any Advisory Committee may establish, by resolution, Task Committees and shall provide its Terms of Reference.
- 2) Once the desired outcome has been achieved to the satisfaction of the Advisory Committee, the Task Committee is disbanded.



## **8. Core Functions of Committees (Advisory and Working)**

- 1) The Committees shall:
  - a) Maintain awareness of the overall community pulse, insight and issues of an emergent nature.
  - b) Review and advise on goals, priorities and directions within the framework of the Community Sustainability Plan and the Municipal Strategic Plan and shall utilize public consultation and engagement in developing all actions, advice and recommendations provided to Council and shall not be construed as binding upon Council. Notwithstanding, Council may delegate decision making authority to a committee on a specific project.
  - c) Perform other duties as directed by Council from time to time.
- 2) Each committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council. The committee recommends to Council, not to Town Administration.
- 3) Council may require a Committee to present at a hearing, meeting, commission or open house.

## **9. Limits of Authority of All Committees**

- 1) A committee shall not:
  - a) Have the power to decide a course of action for the Town;
  - b) Pass bylaws or enter into any agreement on behalf of the committee or the Town;
  - c) Pledge the credit of the Town or authorize any expenditure to be charged against the Town without prior approval by Council;
  - d) Act administratively except as delegated by the Town Manager.

## **10. Composition**

- 1) A committee shall be composed of the number of members as indicated in the committee's Terms of Reference. In the event a representative has not been appointed by an outside body (ie. currently Yellowhead County, Grande Yellowhead Public School Division and/or Evergreen Catholic School Division) by the annual Organizational Meeting of Council, the appointment of these representatives shall be deferred to Hinton Town Council as they deem appropriate.
- 2) Unless otherwise provided for in this bylaw, committee members are appointed by Council resolution.
- 3) All members of the committee shall be resident of the Hinton Community unless otherwise provided in their Terms of Reference.

- 4) Upon recommendation of the Mayor, Council shall appoint one or more Councillors, in accordance with the Terms of Reference, to a Committee at the Organizational Meeting or at a meeting following the Organizational Meeting.
- 5) The Mayor is an Ex Officio member of all committees that do not name the position of Mayor in their Terms of Reference.

#### **11. Committee Membership Appointments and Terms**

- 1) The term of committee members is as follows:
  - a) Councillors are appointed for one (1) year terms on Advisory Committees and for the entire term for Working Committees;
  - b) The term of office for other committee members, not including those members appointed by an outside body (ie GYPSD, Evergreen School Division) shall be for a staggered two (2) year term.
- 2) Committee members may, upon re-application, be re-appointed provided that no committee member may serve more than three (3) consecutive terms (6 years) on a particular committee. Notwithstanding, Council may allow a committee member to be re-appointed for a fourth (4) consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 3) Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the vacant term.
- 5) Any member of a committee who is absent from two (2) consecutive committee meetings shall cease to be a member of the committee unless there is a resolution of the committee accepting a valid reason for his or her absence.
- 6) Any member may resign from a committee at any time upon sending their written resignation to Council through the Legislative Services Coordinator and the Staff Representative for the appropriate committee.
- 7) Council may, for any reason it considers sufficient, remove a member of a committee by resolution.

#### **12. Committee Operations**

- 1) Advisory Committees, at its first meeting after Council's annual Organizational Meeting, and for other committees, at their first meeting, shall elect a Chairman and Vice-Chairman from among its members.
- 2) Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

3) The Chairman shall:

- a) Preside over all meetings of the committee and decide all points-of order that may arise;
  - b) Participate in the initial draft/development/review of the Municipal Strategic Plan.
  - c) Be the spokesperson of the committee and represent the collective action of the committee and participate in meetings with council, as required, to review committee status.
- 4) In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.
- 5) Committee members shall only speak on behalf of the committee when formally given such authority for a specific defined purpose.
- 6) The Town Manager shall designate a Staff Representative and a Secretary to each Advisory, Working Committee or other committee as may be required, both of whom are non-voting.
- 7) The Staff Representative shall:
- a) Establish the time, date and location of the inaugural meeting;
  - b) Prepare the agenda for meetings in consultation with the Chair, provide advice, research, information and additional support staff as required by the committee;
  - c) Arrange and facilitate an orientation program for committee members;
  - d) Recommend learning and/or development opportunities to committee members;
  - e) Any committee, subject to compliance within the Town budget, may approve attendance by committee members at conferences and other events offering developmental opportunities related to the committee;
  - f) Committee members that attend a conference or other event offering developmental opportunities shall provide a written or verbal report, of insights gained, to their committee;
  - g) Prepare and forward to Council any committee reports and recommendations in a timely fashion, in Council's required format, and the report shall contain all the information which the committee chair deems necessary;
  - h) Shall ensure committee members perform their duties within Council approved policies and budgets;
  - i) Communicate actions, projects and initiatives to other advisory committees as appropriate.

8) The committee Secretary shall:

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- a) ~~Distribute agendas and meeting notices to committee members;~~
  - b) Prepare minutes of a Committee and provide to Council as information within five (5) business days from the date the Committee meeting was held;
  - c) Ensure all appropriate logistical support is provided including lunch/dinners for members at committee meetings.

### **13. Meeting Operations**

- 1) Meetings will be held at such time and place as determined by each committee at the first meeting and may be changed by each committee as required.
- 2) Special meetings of committees may be called on 24 hours verbal notice by the chairperson of the committee, or upon 24 hours verbal notice at the request of any three members of the committee.
- 3) Public notice of a committee meeting will be given in the manner approved by Council and in compliance with section 195 of the *Municipal Government Act*.
- 4) Committee meetings, information and process shall be transparent and open to the public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 5) All committee members shall comply with the provisions of Part 5, Division 6, Pecuniary Interest, within the *Municipal Government Act*.
- 6) The precedence of the rules governing the procedures of committees established under this Bylaw is:
  - (a) Municipal Government Act;
  - (b) other provincial legislation;
  - (c) this bylaw;
  - (d) other Council Bylaws (ie. Council Procedure Bylaw #1060); and
  - (e) Robert's Rules of Order.

### **14. Quorum and Voting**

- 1) The majority of the appointed members of the committee constitute a quorum. If the committee membership is less than majority due to a vacancy, quorum shall be the majority of the number of positions filled.
- 2) All members, including the chairperson, must participate in discussion and vote on all matters before the committee unless a pecuniary interest is declared.

3) The majority vote of members constitutes the decision of a committee.

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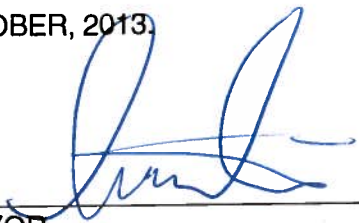
**15. Effective Date**

This bylaw shall take effect upon final reading.

READ A FIRST TIME THIS 15<sup>th</sup> DAY OF OCTOBER, 2013.

READ A SECOND TIME THIS 15<sup>TH</sup> DAY OF OCTOBER, 2013.

READ A THIRD TIME THIS 15<sup>TH</sup> DAY OF OCTOBER, 2013.

  
\_\_\_\_\_  
MAYOR

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

**BYLAW #1070-2  
SCHEDULE "A"**

**COMMUNITY ENGAGEMENT & ACCOUNTABILITY COMMITTEE ("CEAC")  
TERMS OF REFERENCE**

**COMPOSITION**

- Two (2) Town Council members and one (1) Alternate
- One representative of Ward #8 appointed by Yellowhead County
- One (1) representative appointed by Grande Yellowhead Public School Division
- One (1) representative appointed by Evergreen Catholic School Division
- One (1) community resident – Culture
- One (1) community resident – Recreation
- One (1) community resident – Wellness
- Two (2) community residents – Local Economy
- Two (2) community residents – Natural & Built Environments
- Three (3) citizens at large

**STATEMENT OF PURPOSE**

This Advisory Committee, as individuals and collectively, will:

- Gather public input and share information to effectively advance the CSP and Governance;
- Ascertain and represent the overall collective interests of the Hinton Community.

**MANDATE**

**Community Sustainability Plan**

- Monitor implementation of the Community Sustainability Plan and ensure initiatives are followed in accordance with the governance principles including:
- Establish priorities for implementation
- Guide and monitor progress
- Publish progress updates and outcome reports that are evaluated against a measurement framework
- Review the Community Sustainability Plan every five (5) years

**Governance**

- Review remuneration policy and rates and recommend appropriate honorariums, meeting fees, expenses and benefits for the Mayor and Councillors
- Review and recommend on interfaces with other levels of government to optimize community governance and service

- Review, monitor and recommend opportunities for good governance to local authorities, partners and stakeholders

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## **MEETINGS**

The Community Engagement & Accountability Committee shall hold a minimum of four (4) meetings per year or as determined by the CEAC.

BYLAW #1070  
SCHEDULE "B"

**NOMINATIONS REVIEW COMMITTEE  
TERMS OF REFERENCE**

**COMPOSITION**

- Mayor
- Two (2) Town Councillors and one (1) Alternate

**STATEMENT OF PURPOSE**

To fulfill the Town of Hinton's objective that it is desirable to have members of the public that represent the voice and will of the community appointed to Town committees and to recognize that the public plays a fundamental role in the decision making process to ensure the goals and visions of the community are achieved for a sustainable future.

**MANDATE**

- Review applications and make selections of community residents/citizens-at-large to Advisory/Working Committees;
- Make recommendations to Council regarding community residents/citizens-at-large so as to facilitate Council making those appointments to advisory/working committees at the annual organizational meeting of council or as may be necessary.

**MEETINGS**

The committee shall hold the number of meetings necessary in order to fulfill their mandate and facilitate the Council appointment of community residents/citizens-at-large to Advisory/Working Committees.



**COUNCIL ACTION PENDING**

As of July 6, 2018

(Sorted by Due Date)

| Meeting Date | Item Number | Action Required   | Staff Responsible | Due Date    | Status      | Additional Comments  |
|--------------|-------------|---|-------------------|-------------|-------------|--|
| May 17       | MD - 1404   | The Mobile Home Sites Tenancy Act be added to a Standing Committee meeting.   | Denise Thompson   | 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 18/18: The Mobile Home Sites Tenancy was sent to Council. Please refer to MD-1562 for further updates to this item.   |
| May 17       | MD - 1405   | Bring Options #3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/17 Standing Committee meeting.  | 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). |
| Aug 17       | 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 Thompson   | 31 May 2018 | In Progress | ATE Policy PS-2600 approved April 17, 2018. Due date moved from March 30/18. Stop sign and red light program remains suspended until presentation of data to Council from RCMP, Bylaw and ATE. This is expected to be compiled by mid may with presentation on June 19.  |
| Apr 2018     | MD - 1523   | Direct Administration to proceed with Location 3 and the recommended next steps 1 to 4 as identified in the Water Treatment Plant Feasibility Study ("Study") prepared by ISL Engineering and Land Services dated March, 2018.<br>That the Request for Decision titled, "Town of Hinton – Water Treatment Plant Future Water Treatment Plant Feasibility Study" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25. | Wendy Jones       | 30 Sep 2018 | In Progress |  |

**COUNCIL ACTION PENDING**

of July 6, 2018  
(Sorted by Due Date)

| Meeting Date | Item Number | Action Required  | Staff Responsible | Due Date    | Status      | Additional Comments  |
|--------------|-------------|--|-------------------|-------------|-------------|--|
| Apr 18       | MD - 1532   | Brief Council on our contractual obligations and opportunities with Global Traffic Group.  | Denise Thompson   | 30 Sep 2018 | In Progress | Contract sent to Councillors for review May 11th. Contract ends December 31/19.  |
| Apr 18       | MD - 1535   | Action 1 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by:<br><br>1. Advance the Hinton Recreation Centre Implementation Plan ("Implementation Plan") dated March 2018 prepared by GEC to guide the process in achieving detailed schematic design drawings and specifications describing all material components and systems in the project. | Laura Howarth     | 30 Sep 2019 | In Progress | Step #1 of the Implementation Plan (Confirm Steering Committee) is anticipated to be complete by August 28, 2018, pending the adoption of the Terms of Reference on July 17, 2018 and the appointment of two citizens on August 28, 2018. Steps #2-11 will commence in October 2018 as directed by Council on June 19, 2018. |
| Apr 18       | MD - 1536   | Action 2 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by:<br><br>2. Develop the membership model and terms of reference to establish a Steering Committee to lead the Implementation Plan Tasks 1 to 11.   | Laura Howarth     | 31 Jul 2018 | In Progress | Direction / clarification was sought from Standing Committee on May 22, 2018. A Direction Report reflecting that direction was presented to Regular Council on June 19, 2018. Refer to MD-1583 for further action and timelines.   |

**COUNCIL ACTION PENDING**

of July 6, 2018

(Sorted by Due Date)

| Meeting Date | Item Number | Action Required  | Staff Responsible | Due Date    | Status      | Additional Comments  |
|--------------|-------------|--|-------------------|-------------|-------------|--|
| 17 Apr 2018  | MD - 1537   | Action Item 3 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by:<br><br>3. Approves a not-to-exceed \$200,000 capital budget expense to facilitate the Steering Committee and Administration to utilize GEC Consulting services or other consulting services as needed to support delivering final recommendations to Council in 2019. | Laura Howarth     | 30 Sep 2019 | In Progress | Proposal from GEC Consulting is approved and services will be utilized as determined by the Steering Committee and Administration to complete the Implementation Plan #1-11.   |
| 18 Apr 2018  | MD - 1539   | Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.  | Carla Fox         | 30 Jun 2018 | Pending     | June 19, 2018 Update: W. Jones gave direction that a policy is being developed for open spaces to be addressed through the Parks, Open Spaces and Trail Master Plan to be brought back to a future date s per discussions with Councillor Ostashek. Policy #100 needs to be reviewed in conjunction with Bylaw #1104, Planning and Development Fees and Charges, and Policy #082, Recreation and Parks User fees as well as any other related documents. |
| 28 May 2018  | MD - 1551   | Develop a terms of refernce for a CSP Update Task Force to be presented at the 2018 Organizational meeting with potential implementation in 2019.  | Denise Thompson   | 27 Jul 2018 | Pending     |  |

**COUNCIL ACTION PENDING**

of July 6, 2018

(Sorted by Due Date)

| Meeting Date | Item Number | Action Required   | Staff Responsible | Due Date    | Status  | Additional Comments |
|--------------|-------------|---|-------------------|-------------|---------|---------------------|
| May 2018     | MD - 1556   | <p>That Council direct Administration to:</p> <ol style="list-style-type: none"> <li>1. Enter into a Letter of Intent with Happy Creek Estates Ltd. for the purpose of constructing Building D with a minimum 9 units (must include 3 barrier free units) with a construction budget of \$940,000.</li> <li>2. Authorize Administration to proceed with a maximum budget not to exceed \$25,000 from Housing Reserves to support costs associated to any initial project costs or legal fees associated to meet a project scope acceptable to the Province.</li> <li>3. Enter into negotiations to amend the existing terms and conditions of New Master Agreement dated August 24, 2009 between the Town and Happy Creek Estates Ltd. to include Building D for approval by Council at a future date.</li> <li>4. Explore opportunities to address the future of Happy Creek Estates at the expiration of the Agreement with Happy Creek and Evergreens and present a Happy Creek Estates Strategy to Council at a future date.</li> <li>5. That the Request for Decision titled, "Hinton Housing Update – Happy Creek Estates" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.</li> </ol> | Wendy Jones       | 30 Jun 2018 | Pending |                     |

**COUNCIL ACTION PENDING**

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|--------------|-------------|--|-------------------|-------------|-------------|---------------------|
| 15 May 2018  | MD - 1561   | Interim CAO Denise Parent to follow direction per the In-Camera Meeting of May 15, 2018 for Request for Decision titled "Town of Hinton – Water Treatment Plant."<br><br>That all attachments remain private pursuant to the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter 25, Sections 16, 21, 23, 24 and 25. | Denise Thompson   | 30 Nov 2018 | In Progress |                     |
| 18 May 2018  | MD - 1562   | That the Direction Request and action items as discussed in-camera move forward for Land Matters titled "Hillcrest Mobile Estates Status Update."<br><br>The attachments remain private pursuant to the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter 25, Sections 16, 21, 23, 24 and 25.                      | Wendy Jones       | 31 Jul 2018 | Pending     |                     |
| 18 Jun 2018  | MD - 1571   | Present Land Use Bylaw #1088 and Business License Bylaw #1020 for Cannabis to the June 26, 2018 Standing Committee meeting.  | Wendy Jones       | 26 Jun 2018 | Pending     |                     |
| 18 Jun 2018  | MD - 1572   | Apply for the FCM Climate Change Staff Grant of up to \$125,000.   | Denise Thompson   | 31 Dec 2018 | Pending     |                     |
| 12 Jun 2018  | MD - 1576   | That Council make a one year commitment to CEAC and come back to a Standing Committee meeting for review by the end 2019 with the provision to bring back a Terms of Reference update that is approved by Council by end of September 2018.  | Denise Thompson   | 30 Sep 2018 | Pending     |                     |

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| Jun 18       | MD - 1580   | That the Recreation Centre Project Steering Committee membership be comprised of the full Hinton Town Council, plus one Yellowhead County representative to be determined by Yellowhead County and two citizens at large.  | Laura Howarth     | 17 Jul 2018 | In Progress | Direction Report is scheduled for Standing Committee Jul.10.18 with anticipated Report for Decision presented at Regular Council Jul.17.18.  |
| Jun 18       | MD - 1581   | That the two citizens at large be selected by public advertisement with applicants brought to Council for selection through vote.  | Laura Howarth     | 28 Aug 2018 | In Progress | Pending Council approval of the Terms of Reference at Regular Meeting of Jul.17.18, the results of a call for interest will be presented In Camera at the Aug.21.18 Standing Committee, with anticipated appointment at the Aug.28.18 Regular Meeting. |
| Jun 18       | MD - 1582   | That Administration coordinate a launch meeting for the Recreation Centre Project Steering Committee for one weekend by the end of October 2018, that may also include representation and support from Administration and the project consulting team as specified by Council. | Laura Howarth     | 31 Oct 2018 | In Progress | Dates will be determined once full membership on the Steering Committee is established and members are consulted.  |
| Jun 18       | MD - 1583   | Develop a proposed Terms of Reference for the Rec Centre Steering Committee to bring to Standing Committee meeting on July 10, 2018.   | Laura Howarth     | 10 Jul 2018 | In Progress | Direction Report is scheduled for presentation at the Jul.10.18 Standing Committee Meeting.  |

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| Jun 18       | MD - 1584   | That Council allocates \$400,000 from the Housing Reserve until such time as the construction budget can be finalized for the proposed construction of Happy Creek Estates Building D and all parties financial contributions and responsibilities are confirmed.<br><br>That the Direction Request titled, "Hinton Housing Update – Happy Creek Estates" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25. | Wendy Jones       | 31 Aug 2018 | Pending |                     |
| Jun 18       | MD - 1585   | That Council direct Administration proceed with the offer to purchase the lands as discussed In Camera.<br><br>That the Direction Request titled, "Hinton Housing Update" and any attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.   | Wendy Jones       | 31 Aug 2018 | Pending |                     |
| 19 Jun 2018  | MD - 1586   | That Council direct Administration to proceed as directed In Camera.<br><br>That the Direction Request titled, "Hinton Housing Update" and any attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.  | Wendy Jones       | 31 Jul 2018 | Pending |                     |

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| Jun 21 2018  | MD - 1587   | <p>Bring back changes on the Draft Bylaw reflecting life-time registration fees for animals.</p> <p>Identify livestock vs exotic species and to bring back parameters for livestock within our current bylaw.</p> <p>Build within the policy an allowance for chickens based on best practices from other municipalities.</p> <p>Modify the map labeled On Leash Areas West Option 2 to designate the trail that follows the outside western edge of Collinge Road from the sledding hill to Maxwell Lake apartments as off-leash.</p> <p>Bring back Option 1 mapping with designated on-leash areas highlighted in blue.</p> <p>Bring the Animal Control Bylaw to the August 21, 2018 Standing Committee.</p> | Denise Thompson   | 21 Aug 2018 | Pending |                     |
| 26 Jun 2018  | MD - 1588   | Set a special meeting date for the end of July or beginning of August for preliminary discussion of the 2019 budget.   | Denise Thompson   | 17 Aug 2018 | Pending |                     |
| 26 Jun 2018  | MD - 1589   | Bring the Land Use Bylaw 1088-6 with proposed amendments for Cannabis Related Business to the July 17, 2018 Regular Council meeting for First Reading and initiate public engagement.  | Wendy Jones       | 17 Jul 2018 | Pending |                     |



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| Jun 18 2018  | MD - 1590   | Develop a new Business License Bylaw with proposed Fees and Fines that support and attract growth and development in Hinton and present the first draft at the Standing Committee Meeting of Council in August 2018 for direction.  | Wendy Jones       | 21 Aug 2018 | Pending |                     |
| Jun 18 2018  | MD - 1591   | Bring forward a Request for Decision Water Treatment Plant 2018 Capital Budget request as directed In-Camera.<br><br>Interim CAO Denise Thompson to sign the waiver and Interim Water Services agreement as discussed In-Camera.<br><br>That the Request for Decision titled "Town of Hinton – Water Treatment Plant Status Update" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25. | Gordie Lee        | 17 Jul 2018 | Pending |                     |
| Jun 2018     | MD - 1592   | That Council accept the verbal Hinton Housing Update report as presented.<br><br>That Council direct Administration to continue with discussions as directed In Camera.   | Wendy Jones       | 01 Sep 2018 | Pending |                     |