

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
January 15, 2019 - 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 - January 15, 2019

CITIZENS "MINUTE WITH COUNCIL"

IN CAMERA

1. Recreation Centre Funding / Budget Discussions (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 24)

ACTION AND DISCUSSION ITEMS - To Start at 5:00 PM

- 3 - 17
1. Recreation Centre Project Manager Request for Proposal Key Deliverables - Presented by Hans van Klaveren

ADDITIONAL INFORMATION

- 18 - 28
1. Urgent Matters from Council
 2. Chief Administrative Officer Status Report
- Council Action Pending List
 3. Executive Assistant Logistics Information

IN CAMERA

1. Land Matter (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Sections 23 and 25)

ADJOURNMENT

1. Adjournment

STANDING COMMITTEE MEETING

Agenda

January 15, 2019



TOWN OF HINTON DIRECTION REQUEST

DATE: January 10, 2019

TO: **STANDING COMMITTEE MEETING OF JANUARY 15, 2019**

FROM: Hans van Klaveren, Interim Director of Community Services
Heather Waye, Interim Parks, Recreation & Culture Manager
Diana Daley-Beckford, Interim Director of Planning and Development

APPROVED BY: Martin Taylor, Chief Administrative Officer

RE: **Recreation Centre Project Manager Request for Proposal Key Deliverables**

Purpose

This item is before Council as directed at the October 11, 2018 Standing Committee Meeting to bring back the Request for Proposal (RFP) Key Deliverables and budget implications to retain a Recreation Centre Project Manager. Council will have the opportunity to discuss the provided information regarding the retaining process, which includes a pre-qualification component through a Request for Pre-Qualification (RFPQ).

Administration seeks direction to proceed with the RFPQ - DRAFT - (Attachment 1) to finalize the RFPQ and RFP in order to retain a Recreation Centre Project Manager in the first quarter of 2019. The budget allocation carried forward in the 2019 One-Time Operational Budget will need to be complemented with an additional budget being brought to Council for approval.

Issue

The Dr. Duncan Murray Recreation Centre revitalization is a project with significant financial implications and a high impact to recreational service levels for the community and residents of Hinton.

The original process of the Recreation Centre study led to the development of an 11-step implementation plan that was presented to Council in the fall of 2018. The forming of a Steering Committee had been discussed previously and is currently put on hold in order to retain a Project Manager as per Council's direction. The budget of \$200,000 (One-Time Operational Budget 2018) has been partially spent to produce and present the 11-step implementation plan, with the remainder in the amount of \$ 184,387 carried forward to 2019.

Professional project management is a service that can be provided by a variety of individuals, small firms or big corporations that operate in this specialized construction segment. For our Recreation Centre project, we are, in the best interest of the community of Hinton, looking for the optimal fit which means a Project Manager (PM) with the capacity, background and ability to deliver all requirements, described as Key Deliverables in a RFPQ and RFP.

Administration Comments on Situation / Options

Putting out a Request for Pre-Qualification will allow us to pre-qualify the best candidates and determine a limited number of top applicants that will be invited to respond on a full Request for Proposal. The proponents will be required to lay out their expertise, experience, plan and actions, related to the key deliverables. We anticipate that this process will allow us to award the Project Management task to a successful candidate in the first quarter of 2019.

Key Deliverables is a term used in project management to describe a tangible or intangible product or service produced as a result of the project that is intended to be delivered to a customer. The Key Deliverables that are expected from the PM are described in the RFPQ under 3.1 Phase one and 3.2 Phase two.

The allocation for the cost for the project management of the first phase (managing from current stage to schematics design completion in order to go to tender) is \$ 184,387 which is the remainder amount of 2018 carried forward in the 2019 One-Time Operational Budget. The costs for project management of the second phase (managing tenders, detail design and construction up to final project completion) is estimated to be in the order of \$120,000 – \$150,000 per year based on full time commitment. The final number will be determined, using the RFP responses, in Fall 2019 and be brought forward as a One-Time Operational Budget expense for 2020-2022 to be funded by the One-Time Operating Reserve.

Options for Council's consideration:

1. Direct Administration to proceed with the RFPQ and RFP process in order to retain a Recreation Centre Project Manager in the first quarter of 2019, utilizing the carry forward of \$ 184,387 allocated in the One-Time Operational Budget 2019 and that an additional amount for project management for phase two, determined through the RFP process, be brought back to Council for approval and awarding at a future date.
2. Direct Administration to bring the Key Deliverables of a RFPQ and RFP and budget implications to retain a Recreation Centre Project Manager, including Council's requested revisions to a future Standing Committee Meeting for further discussion and direction.
3. Accept the report for information.
4. Provide alternative direction to Administration.

Administration's Conclusion / Recommendation

The Project Manager will work closely with the, to be established, Steering Committee. The PM will provide reporting, so Councilors can make well informed and vision-based decisions at key moments. Services and products such as the actual architectural detail design drawings, engineering reports and geotechnical work are not included in the scope and costs for the PM.

In order to advance the Recreation Centre project Administration recommends that: Council directs Administration to proceed with the RFPQ and RFP process in order to retain a Recreation Centre Project Manager in the first quarter of 2019, utilizing the carry forward of \$ 184,387 allocated in the One-Time Operational Budget 2019 and that an additional amount for project management for phase two, determined through the RFP process, be brought back to Council for approval and awarding at a future date. (Option 1)

Attachment(s)

1. Request for Pre-Qualification (RFPQ) - DRAFT -



Request for Pre – Qualifications (RFPQ)

Hinton Recreation Centre Project Management Services

Town of Hinton
2nd Floor, 131 Civic Centre Road
Hinton, Alberta T7V 2E5

Closing date and time:

Submissions must be received before 2:00 PM Mountain Standard Time
on March 15, 2019

Submission location

DIGITALLY

Via email to Hans van Klaveren at hvanklaveren@hinton.ca

Inquiries:

Hans van Klaveren

Phone: 780-865-6022

Email: hvanklaveren@hinton.ca

Release Date: February 15, 2019



1.0 DEFINITION OF TERMS

Whenever used in the Request for Pre-Qualification (RFPQ), including any forms to be included as part of any documentation, the following words shall be deemed to have meanings as indicated below:

“County” means Yellowhead County, a municipal corporation duly constituted under the laws of Alberta.

“Evaluation Team” means the group of individuals who will evaluate proposals on behalf of the Town of Hinton. Its membership will be at the Town’s discretion.

“Proponent,” means an organization or Consortium responding to this RFPQ in the hopes of performing the services outlined herein.

“Qualified Proponent” means a Proponent possessing the qualifications described in this RFPQ

“RFPQ” or “Request for Pre-Qualifications” means this Request for Pre-Qualifications including all addenda, forms or submission.

“Steering Committee” means the chief agent of the Town throughout the project, which will provide guidance and direction to the Successful Proponent. Its constitution will be at the Town’s discretion, but it will likely consist of a group of key decision makers from the Town, Council, community and County.

“Submission” means a statement of qualifications submitted in reply to this RFPQ

“Successful Proponent” means a person, firm or company that is ultimately contracted by the Town, as a result of the RFPQ and the subsequent RFP processes.

“Town” means the Town of Hinton, a municipal corporation duly constituted under the laws of Alberta.

2.0 INTRODUCTION

The Town of Hinton is seeking submissions from Proponents to provide Project Management Services for the proposed development of a renovated Recreation Centre to meet community recreation needs.

Based on the review of the RFPQ Responses, the Town intends to issue an RFP to Qualified Proponents. The eventual aim is to obtain a Project Manager who will represent the Town's interests in delivering this project through all its phases, as noted in the next section.

This RFPQ is your opportunity to demonstrate that you have the ability to deliver the requirements of both phases in the future RFP.

3.0 FUTURE RFP PROJECT OBJECTIVES

The Successful Proponent will be responsible to carry out the project at the existing Recreation Centre site. This project will not be possible to construct without demolition of certain components of the existing facility and closing the facility during construction is not a tenable option to the community.

Outlined below are the project anticipated phases to be included in the future RFP.

3.1 Phase one: Implementation Plan

The development of an implementation plan is needed to advance the Recreation Centre project from previous studies.

This implementation plan should encompass the following steps:

- Coordination with a Steering Committee to achieve project objectives. Maintaining the relationship among Committee members and other stakeholders is of paramount importance.
- Confirm Recreation Centre Program
- Develop a funding plan
- Confirm facility operating model and management structure
- Upon request, hold public and stakeholder engagement sessions to determine community needs
- Determine sustainability goals and policies
- Pre-Construction - (Schematic Design, Geotechnical Study and cost estimate)

3.2 Phase two: Detail Design, Materials List, Quantity Sheets, Detail Cost Estimate, Tender. Construction and Post Construction

- Ensure Municipal, Provincial, and Federal codes, bylaws and regulations are met.
- Ensure consideration for industry standards and best practices as related to the natatorium and its auxiliary components.
- Ensure tendering processes present opportunities for local businesses, trades and services.
- Obtain all necessary consents, approvals, licenses and permits necessary for the Project

- Identify, negotiate and complete agreements with all required sub-contractors and professional service providers such as architects, surveyors, designers, engineers etc.
- Oversee the Tender and award process.
- Prepare a detailed Project schedule that identifies the necessary major tasks and/or benchmarks during the design process. Estimate the time required to accomplish each major task, including those associated with design review. This Project schedule shall be updated throughout the design process.
- Prepare a companion document that identifies potential risk issues that could negatively impact the Project budget or schedule. The successful Proponent shall help to develop strategies to mitigate these risks and their impacts. The risk assessment document shall be updated throughout the design and construction process.
- Participate in a project kick-off meeting to formulate a design statement in which major project goals and implementation are identified, confirm roles and responsibilities related to project management and communication.
- Construction Contract Administration
- Monitor and control all construction costs.
- Project cost tracking and accounting.
- Provide regular progress reports or as directed.
- Ensure that all as-built drawings, maintenance manuals, operating instructions and warranties are obtained for the Project.
- Maintain a close relationship with the Town to ensure a smooth and proper takeover of the Project at commissioning.
- Provide administration and assistance to the Town as required in the post construction phase including follow up on deficiencies, warranty items, commissioning and similar.

4.0 RFPQ QUALIFICATIONS

All Proponents must have been engaged in a **minimum of two (2) Recreation Centre projects for municipalities in the past ten (10) years**. Evidence of this experience and ability shall be included in the submission.

The Successful Proponent shall be highly skilled with related experience in the following areas discussed below:

- Budgeting
- Fundraising
- Programming
- Public & Stakeholder Communications and Engagement
- Liaising with elected officials
- Design – preliminary and detailed
- Project supervision/contract management & administration
- Site safety program
- Construction progress payments
- Progress reports
- Reports to council and steering committee

- Commissioning
- Warranty inspections
- Release of hold back
- Control of scope and price

5.0 ESTIMATED TIME FRAMES

The following timetable outlines the anticipated schedule for the RFPQ. The timing and the sequence of events resulting from the Request for Qualifications may vary and shall ultimately be determined by the Town of Hinton.

Event	Anticipated Dates
Request for Qualifications issued	D-Day
Proponent Submissions due	D-Day + 4 weeks
Town Review and Evaluation	D-Day + 8 weeks
Short-listed Proponents confirmed	D-Day + 10 weeks

6.0 RFPQ STATUS AND FUTURE WORK

At any time, the Town may, for any reason, abandon this RFPQ process, reject an RFPQ submission, or request clarification or modification to an RFPQ submission. Issuance of this RFPQ in no way constitutes an agreement by the Town to issue RFP or award Contracts to any Proponent or to pay costs incurred by Proponents in preparing a submission or for any reason in relation to this RFPQ.

The submissions and accompanying documentation submitted by Proponents become the property of the Town and will not be returned.

Nothing in this document should, in any way, be construed to be a condition or terms of the yet to be issued RFP. The Town reserves the right, in its sole discretion, to change the scope or conditions of the program or this procedure, in any manner, or to discontinue the RFPQ process completely. The RFP that is issued to Qualified Proponents, and its documentation alone, and not this RFPQ, shall govern the scope, terms and conditions of the eventual construction project.

The Town reserves the right, in its sole discretion, to disqualify any Proponent which fails to provide all information as required by this RFPQ.

7.0 SUBMISSION REQUIREMENTS

- The closing date, time and location are indicated on the cover of this RFPQ. Submissions will not be opened publicly.
- Proponents shall submit **the complete submission** in PDF format, this includes all related attachments.
- The entire submission is to be submitted electronically via email. Paper or Facsimile submissions shall not be accepted.

- All submissions are to be emailed to **Hans van Klaveren** at hvanklaveren@hinton.ca with permissions to print.
- The subject line of this email shall be “RFPQ – Hinton Recreation Centre Project Management Services”
- Length of submission: The body of your statement of qualifications may not exceed 15 pages on 8.5 X 11 letter – size paper.
- Font shall be Arial 11 point.
- Include a section outside of the body of your Submission for CVs.
- In addition to the body and the CVs you may attach Appendices. Appendices will not necessarily be read or evaluated.

Proponents are to note that the time / date stamp on the receiving email will be considered a record of the submission date and time.

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8.0 Evaluation Criteria

Review and evaluation of the RFPQ submissions will encompass the Pass/Fail items for Mandatory Criteria and a points system for the Evaluated Requirements. The Proponents submission should be organized and include sufficient information to provide for ready evaluation of each parameter. Only complete and clear information will be evaluated, while incomplete or unclear submissions will be rated as “Fail” or scored accordingly.

Mandatory Criteria		
Description	Description	Evaluation
Safety Systems	Current Alberta Construction Safety Association Certificate of Recognition (COR)	Pass / Fail
Safety Systems	Safety statistics for the last 3 years	Pass / Fail
Safety Systems	WCB Clearance	Pass / Fail
Safety Systems	WCB premium summary for the last 3 years	Pass / Fail
Safety Systems	Company Safety Manual (PDF copy only)	Pass / Fail

Evaluated Requirements		
Description	Description	Max Points
Quality Management	Provide an overview of the Proponent’s quality management practices.	10 points
Environmental Management	Provide an overview of the Proponent’s environmental management practices, and policies.	10 points
Project Personnel	Complete the attached Contact and Project Manager Form. Provide a description of lead staff who will be assigned to the project, and their reporting structure. Provide CVs and any additional information deemed relevant by the Proponent to evaluate. (In the RFP stage the Town will be requiring commitment from the successful Proponent that one individual person will be assigned to this project from commencement through to commissioning).	15 points
Project Delivery Methods	Demonstrate your knowledge and experience with the various delivery methods commonly in use e.g. (Design-Bid-Build, Design-Build, P3, Contract Management etc.)	15 points
Project Experience	Provide a minimum of two (2) Recreation Centre projects for municipalities in the past ten (10) years. (see the attached reference and experience forms) Additionally, demonstrate a variety of the projects you’ve worked on, the unique problems you’ve encountered and solved, various construction methodologies, climatological and	35 points

	<p>geotechnical diversity. Demonstrate your understanding and experience of the complexities of a renovation project vs. new build.</p> <p>In reviewing this section, significant importance shall be given to the experience items noted in Section 3.0 - RFPQ QUALIFICATIONS</p>	
Local Experience	Demonstrate your understanding of working in smaller municipal centers as opposed to large cities.	10 points

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9.0 EVALUATION / PRE-QUALIFICATION PROCESS

Submissions will be evaluated by a steering committee including members from the Town. The evaluation will encompass the submission requirements and evaluation parameters noted above, with an emphasis on project experience, project personnel and availability and schedule.

It is the Town's intent to qualify a short-list up to five (5) Qualified Proponents for this opportunity. To be eligible for qualification, a Proponent must meet the following criteria:

- Provide a complete submission.
- Rate "Pass" on all Mandatory Criteria.
- Be among the five highest scores on the Evaluated Requirements.
- Score a minimum of 70 points on the Evaluated Requirements (out of 100 total possible).

Upon completion of the evaluation, the Town will publish a list of Qualified Proponents for this project.

The RFP(s) for the Recreation Centre projects will be issued directly to Qualified Proponents only.

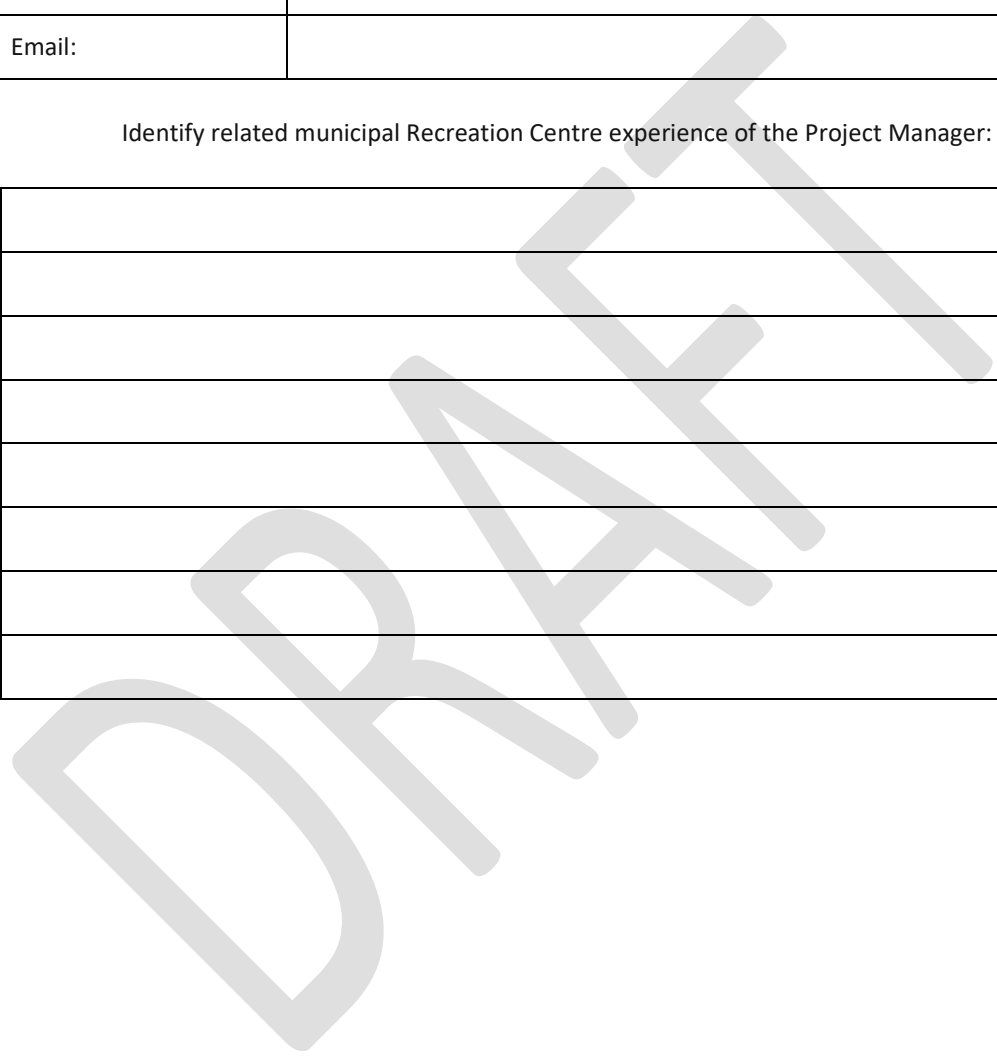
Submissions and detailed scoring information will not be published. Following completion of the Qualification process, Proponents may request a de-brief of their evaluation, if desired.

PROJECT MANAGER FORM

Name your Project Manager for the Project. This is the person who will lead the project for your firm.

Name / Credentials:	
Position:	
Phone:	
Email:	

Identify related municipal Recreation Centre experience of the Project Manager:



CONTACT FOR THE PROJECT

Identify a Primary Corporate Contact for the Project. This is the person who will be contacted during the RFPQ and subsequent RFP processes.

Name/Professional Designations:	
Position:	
Phone:	
Email:	

Identify the Project Manager for the Project. (Write "Same as above" if this is the same person as the Primary Contact):

Name / Credentials:	
Position:	
Phone:	
Email:	

REFERENCE AND EXPERIENCE FORM

Project 1 of 2

Identify and describe a related municipal Recreation Centre project completed by the Proponent within the last ten years.

Project Name:	
Location:	
Approximate Value:	
Start / End Dates:	
Description of Work:	

Reference Information:

Owner Organization:	
Owner Contact Name:	
Phone:	
Email:	

REFERENCE AND EXPERIENCE FORM

Project 2 of 2

Identify and describe a related municipality Recreation Centre project completed by the Proponent within the last ten years.

Project Name:	
Location:	
Approximate Value:	
Start / End Dates:	
Description of Work:	

Reference Information:

Owner Organization:	
Owner Contact Name:	
Phone:	
Email:	

COUNCIL ACTION PENDING

of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
May 2017	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.	Jace Rush	28 Feb 2019	In Progress	Oct. 18 Update: Landfill authority is currently working with a consultant on a 5 year business plan. Due date has been changed to Feb. 28/19 to accommodate. 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).
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. 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.	Jace Rush	30 Sep 2018	In Progress	Oct. 18/18: Admin has sent a request to West Fraser to have a meeting with the new mill manager to discuss Phase II. Nov. 22/18: Update: Mike Koziol and Gordie Lee met with the new West Fraser Mill Manager Digger Pond on October 22, 2018. Both parties have agreed to wait until the new CAO for the Town is in place and start the steering committee meetings in January 2019. Town administration will update Council on a quarterly basis.

COUNCIL ACTION PENDING
of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Apr 2018	MD - 1535	<p>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:</p> <p>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.</p>	Hans van Klaveren	31 Dec 2019	In Progress	<p>Oct. 18/18 Update: At the Oct. 11/18 Council meeting, Council directed Admin to pursue a project manager and to prepare funding alternatives. Due date changed to Dec. 31/18. 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.</p>
Apr 2018	MD - 1536	<p>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:</p> <p>2. Develop the membership model and terms of reference to establish a Steering Committee to lead the Implementation Plan Tasks 1 to 11.</p>	Hans van Klaveren	31 Dec 2018	In Progress	<p>Oct. 18/18: Steering Committee - see Item 1641 hold applications in abeyance. Due date changed to Dec. 31/18 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.</p>

COUNCIL ACTION PENDING
 of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Apr 2018	MD - 1537	<p>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:</p> <p>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.</p>	Hans van Klaveren	30 Sep 2019	In Progress	<p>Oct. 18 Update: GEC presented to Council and Admin on October 11/18. Council motions for a project manager (MD 1642) and financial options (MD 1643) coming from the meeting. 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.</p>

Council of Administrative Officer Status Report - Council Action Pending List

COUNCIL ACTION PENDING
 of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Apr 2018	MD - 1539	Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.	Hans van Klaveren	29 Mar 2019	In Progress	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 as per discussions with Councillor Ostashek. Administration understands that the initial intent of this motion was to address public use of green spaces. This will be addressed through the development of the Parks Master by Planning and Development. 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. March 29, 2019: Will be captured within the Parks, Trails, Open Spaces and Trail Master Plan upon completion.
08 May 2018	MD - 1551	Develop a terms of reference for a CSP Update Task Force to be presented at the 2018 Organizational meeting with potential implementation in 2019.	Martin Taylor	27 Jul 2018	Pending	

COUNCIL ACTION PENDING
of January 11, 2019

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"> 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. 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. 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. 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. 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. 	Hans van Klaveren	31 Dec 2018	In Progress	<p>Nov 9/18: ASHC funding received Oct. 18/18: We have signed the agreement for the \$940,000. We are reviewing with legal adviser regarding entering into an Amendment of Master Agreement. Due date changed to Nov. 30/18. Administration is working with the Province to support items 1 through 4. Dec. 7/18: Ongoing negotiations, completion date changed to Jan. 31/19</p>

COUNCIL ACTION PENDING
of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
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." 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.	Martin Taylor	30 Nov 2018	In Progress	Administration is meeting with the new Plant Manager October 22, 2018. Looking for maximizing effective use of existing WTP lifespan. Nov. 22: met with Digger Pond, Plant Manager on October 22, 2018. Both parties have agreed to wait until the new CAO for the Town is in place and to start the Steering Committee meetings in January, 2019. Town Admin. will update Council on a quarterly basis.
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." 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.	Lorraine Walker	31 Jan 2019	In Progress	Nov. 21: A follow up letter and email were sent to both of the owners of the property. The email delivered successfully but the mail letter came back and the letter was resent on November 15, 2018. Previous letter sent. Will send a follow up letter. Letter was re-sent via e-mail on January 10, 2019 requesting a response from owners.
19 Jun 2018	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.	Hans van Klaveren	17 Jul 2018	In Progress	October 11 Council meeting direction - no further action on Steering Committee at this time.

COUNCIL ACTION PENDING
 of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Jun 2018	MD - 1581	That the two citizens at large be selected by public advertisement with applicants brought to Council for selection through vote.	Hans van Klaveren	28 Aug 2018	In Progress	Oct. 18/18: Currently on hold. 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 2018	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.	Hans van Klaveren	31 Oct 2018	In Progress	Oct. 18/18: Currently on hold. Dates will be determined once full membership on the Steering Committee is established and members are consulted.
Jun 2018	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. 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.	Hans van Klaveren	31 Aug 2018	In Progress	Refer to MD 1556
21 Aug 2018	MD - 1604	Direct Administration to add into the Parks, Trails, Open Space Master Plan the consideration of a conceptual second off-leash dog park in the west part of Hinton.	Hans van Klaveren	30 Jan 2019	In Progress	To be added to the report being drafted by ISL.
21 Aug 2018	MD - 1607	Direct Administration to discuss the required parties the potential of safety systems being put in place along the railway.	Jace Rush	15 Feb 2019	In Progress	Admin to organize a meeting with CN and Alberta Transportation. Due Date moved to Feb. 15/19

Council Administrative Officer Status Report - Council Action Pending List

COUNCIL ACTION PENDING
of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Sep 2018	MD - 1626	That Council direct Administration to proceed with the offer to purchase lands for \$1,000,000 as discussed In Camera.	Carla Fox	28 Feb 2019	In Progress	Borrowing bylaw waiting period expires on December 20, 2019, at which point Administration will proceed with the purchasing process.
Oct 2018	MD - 1635	That Council direct Administration to apply for grant funding that will support development of social and affordable housing on the privately-owned lands that the Town of Hinton has recently Offered to Purchase.	Hans van Klaveren	31 Dec 2018	In Progress	In coordination with Evergreens a preliminary grant application has been submitted in October 2018 to Alberta Senior Housing. Town supported application process.
Oct 2018	MD - 1637	That Town Council authorizes the Interim Chief Administrative Officer to advise the Town's legal advisor to proceed with the direction as discussed in camera. That the Request for Decision titled, "Town of Hinton – Waterline Contract" remain private pursuant to Sections 16, 21, 23, 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.	Martin Taylor	31 Dec 2018	In Progress	
11 Oct 2018	MD - 1642	Direct Administration to bring back to Regular Council prior to December 31, 2018 the key deliverables of an RFP and budget implications to retain a Rec Centre Project Manager.	Hans van Klaveren	31 Dec 2018	In Progress	RFQ and RFP are being prepared DR Report will be presented in January 15 Standing Committee Meeting
11 Oct 2018	MD - 1643	Direct Administration to come back with Recreation Centre Project funding plan options by the end of December 31, 2018.	Hans van Klaveren	31 Dec 2018	In Progress	In-camera item at January 15 Standing Committee Meeting
11 Oct 2018	MD - 1644	Direct Administration to schedule a priorities and vision meeting subsequent to the hiring of a Rec Centre Project Manager.	Hans van Klaveren	31 Dec 2018	In Progress	Upon hiring PM in first quarter 2019 a meeting will be scheduled

COUNCIL ACTION PENDING
 of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Oct 2018	MD - 1647	Public Transit System Review - direct Administration to bring a report to Council before the end of the second quarter of 2019 with a Request for Decision that includes implementation of recommendations in the report as directed.	Hans van Klaveren	30 Jun 2019	In Progress	
Oct 2018	MD - 1648	Hinton Youth Advisory Council - That Section 4.2 the term "Hinton" be replaced with "the Hinton Community". That Council refer the bylaw to a Standing Committee meeting for further deliberation.	Carla Fox	13 Nov 2018	In Progress	J. Altrogge is working on this initiative and bringing revised Terms of Reference document to Council in early 2019.
Nov 2018	MD - 1656	Administration to bring forward a Request for Decision at the Regular Meeting of Council on January 22, 2019 outlining a recommended Beaver Boardwalk Concept Design to be taken through detailed design and tender ready.	Hans van Klaveren	22 Jan 2019	In Progress	
Nov 2018	MD - 1679	Administration to bring the Economic Development Strategy and Action Plan to a January 2019 Regular Council Meeting, including resource options, for decision regarding the adoption of the plan.	Martin Taylor	31 Jan 2019	Pending	
04 Dec 2018	MD - 1685	Proceed with the offer to purchase Plan 182 1995, Block 30, Lots 1 and 2, Plan 182 1997, Block 10, Lot 4 and Plan 182 1998, Block 23, Lot 14 from J. McMillan Equities Ltd. at the price with terms / conditions as previously circulated and reviewed by Council In-Camera. Direct Administration to move forward with the required borrowing for the land purchase following Debenture Bylaw No. 1127 once the 30-day petition period is up on December 20, 2018.	Carla Fox	31 Dec 2018	In Progress	Action is being taken by Administration to finalize the purchase.

COUNCIL ACTION PENDING
of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Dec 2018	MD - 1686	Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019.	Hans van Klaveren	31 Mar 2019	In Progress	
Dec 2018	MD - 1688	Direct Administration to remove the chiller line item from the Capital Budget and place \$700,000 in the Infrastructure reserves.	Carla Fox	31 Dec 2018	In Progress	A report is being brought forward by the Infrastructure Services Department to give further detail on this project as proposed. This expenditure has been removed from the current 2019 Capital Budget approved by Council December 18th. Final consideration must be given and a possible amendment to the Capital Budget may need to occur.
	MD - 1689	Administration to bring back a Chiller report to Council in the first quarter of 2019.	Jace Rush	31 Mar 2019	Pending	
Dec 2018	MD - 1691	Administration to reduce Facility Operations within Infrastructure Services to \$1,149,383 (from \$1,166,199). That this motion be referred to Administration for clarification.	Carla Fox	31 Dec 2018	In Progress	Further investigation being done to answer the variance questions from Council.
11 Dec 2018	MD - 1692	Administration to reduce the operational allocations variance line 2-100 Salaries, Wages & Benefits to \$563,716.	Carla Fox	31 Dec 2018	Pending	
18 Dec 2018	MD - 1695	Direct Administration to partner with the Chamber of Commerce for a beer and blue jeans to be hosted at our Town Hall in 2019. Additionally, will also include a maximum \$400 budget from the General Governance fund.	Martin Taylor	31 Dec 2019	Pending	

COUNCIL ACTION PENDING
of January 11, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Dec 2018	MD - 1697	That Council direct Administration to provide a report on addressing the major risks associated with the developer as per In Camera conversations. ISL has been contacted January 10, 2019 to provide a proposal for a risk assessment study re Sawyer Drive.	Diana Daley-Beckford	31 Jan 2019	Pending	
Jan 2019	MD - 1699	That Council direct administration and the Mayor to draft a letter of support regarding the urgency that the Federal Government match the Alberta Government's 5 year/95 million-dollar investment to combat the Mountain Pine Beetle. Input from Council and final approval will be done via e-mail.	Martin Taylor	31 Jan 2019	Pending	
Jan 2019	MD - 1700	Administrative Inquiry - research how Air B&B's fit into our bylaws, do they require a business license, what is the impact of these on the Town of Hinton.	Lorraine Walker	28 Feb 2019	Pending	

Council Action Pending List
 of January 11, 2019
 Administrative Office Status Report