

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
November 26, 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 - November 26, 2019

CITIZENS "MINUTE WITH COUNCIL"

ACTION ITEMS

- 3 - 7
1. Hinton Golf Course Report

DISCUSSION ITEMS

- 8 - 15
1. CEAC Follow-up (Councillor Waugh)

INFORMATION ITEMS

ADDITIONAL INFORMATION

- 16 - 25
1. Urgent Matters from Council
 2. Chief Administrative Officer Status Report
 - Council Action Pending List
 3. Legislative Services Update
 4. Executive Assistant Logistics Information

IN CAMERA

1. Golf Course Discussions (FOIP Section 24)

STANDING COMMITTEE MEETING

Agenda

November 26, 2019

2. Personnel (FOIP Section 17)

ADJOURNMENT

1. Adjournment



TOWN OF HINTON Administrative Report

DIRECTION REQUEST **REQUEST FOR DECISION** **INFORMATION ITEM**

DATE: STANDING COMMITTEE MEETING of November 26, 2019

PRESENTED BY: Martin Taylor, Chief Administrative Officer

RE: **Hinton Golf Course Report**

Recommended Action

That Committee recommend Council direct Administration to include the cost of hiring a Golf Club Manager as a Town employee for 2 years, along with costs associated with the development of a business plan in the 2020 Budget.

That Committee recommend Council direct Administration to acquire an appraisal for the HCG, including all assets, and associated costs to be included in the 2020 Budget.

That Committee recommend Council direct Administration to pursue private sector interest for ownership of the HGC.

Background

- On November 1, 2016 Council approved Loan Bylaw #1106, which allowed the Hinton Golfing Society, by Bylaw, the approval to hold a loan of up to \$75,000 line of credit (LOC).
- November 2016 the Town entered into a Loan agreement with the Hinton Golfing Society, which sets the terms for the approved Line of Credit of \$75,000.
- On April 16, 2017 Council approved Loan Bylaw #1113, which allowed the Town of Hinton, by Bylaw, to enter into a loan of up to \$1,500,000 with Alberta Treasury Bank (ATB) on the Golfing Societies behalf.
 - a. All principal and interest payments would be paid by the Golfing Society. The total of \$16,667 principal is paid in each of the following months; April – September. With only interest payments of approx. \$4,000 to be made all year.
- On May 16, 2017 Council approved Debenture Bylaw #1114, which provided approval for the Town to provide Hinton Golfing Society with a 15-year loan in the amount of \$1,500,000.
- May 26, 2017 a Consolidated Loan Agreement letter was sent to the Hinton Golfing Society by the ATB outlining total indebtedness:
 - a. \$75,000 Revolving Line of Credit, reduced to \$50,000 by the ATB Bank
 - b. Term Loan for \$1,098,993
 - c. Business MasterCard \$12,000
- June 29, 2018 the Hinton Golfing Society entered into a Security Agreement with the Town of Hinton.
- June 30, 2018 a Security Agreement was struck between the Town and the Golfing Society for up to \$1,500,000.
- On September 21, 2018 Jeff Ciecko contacted (then) CAO Mike Koziol who sent Jeff to the Finance department for support (Director of Corporate Services). Jeff asked if he could change the months that payments are made, so that they could stop loan payments in October

and start up one month earlier which would help them with their cashflows over the winter months, as early freezing had affected their season. The bank was amenable to this with no change required in the agreement.

- In June 2019, members of the Society met with Administration to discuss and make the Town aware of poor financial projections for the 2019 season.
- The balance owing on the Golfing Society Loan is currently \$1,349,997.
- On October 21, 2019, the Hinton Golfing Society submitted a letter to Council indicating that the Society will no longer be able to manage their financial commitments after October 31, 2019. The Society sought a partnership with the Town to support operations and cover costs, including the hiring of a full-time manager.
- Following an in-camera Special Meeting of Council on October 29, 2019, Council made the following motion, carried unanimously:

That Council approve the transfer of assets from the Hinton Golf Club to the Town of Hinton.

And that Council approve a conditional advancement of up to \$250,000 to the Hinton Golfing Society, as discussed in camera.

And that Council direct Administration to bring a report to a Standing Committee Meeting of Council with additional information on the long-term options for the Hinton Golf Club and provide direction on next steps to the Hinton Golfing Society.

Analysis

Since the October 29, 2019 Special Meeting, a transfer of assets between the Hinton Golfing Society and the Town of Hinton is being reviewed. A cheque of \$129,867.67 was issued to the Hinton Golfing Society to support payroll, accounts payable and other financial commitments, as directed through a letter outlining approved expenses. An anticipated additional \$50,000 - \$60,000 will be required to cover what has been anticipated to be required until the end of December, leaving unspent funds through Council's motion on October 29, 2019.

Administration is working on an arrangement for the transfer of assets between the Town and the Hinton Golfing Society.

Short-term Obligations and Options

The Hinton Golfing Society has provided a list of assets to the Town and met with Administration on November 19, 2019 to further discuss next steps.

Upon completion of the transfer of the HGC assets, there are several areas that will need to be considered. These include payment of utilities, upkeep and maintenance of the clubhouse and other buildings, insurance and security of the property. These items are being identified and considered by Administration through the transfer of assets, if the Town is to assume operations and management of the HGC following decisions on the medium-term options. Revenue from a 2020 season may support some of these anticipated amounts, but the exact budget is yet to be determined.

In the medium term, Administration is seeking direction on planning and resources to support a 2020 golf season, as indicated to be the interest of Council after the meeting on October 29, 2019. The Hinton Golf Society has requested permission to use a small portion of the money allocated for creation of a business plan, and preparation for the hiring of a Golf Club Manager.

An alternative to this, would be for the Town to prepare a business plan and strategy with assistance from a consultant, with costs incurred through the 2020 budget in addition to the loan payment, and other expenses. Implementation of the business plan in 2020 could see a recoup of the managers wages and business plan costs from revenue received through the season.

Longer-term Options

For longer-term planning, Council has several options to consider. Due diligence in building out clear financial implications for each option will take additional time. Council may indicate which options they are interested in pursuing to shorten the time taken in preparation.

1. The Town of Hinton assumes management and operations for the HGC effective January 1, 2020.
As mentioned above, several factors will need to be considered in the operating budget of 2020.
The Town could hire an HGC manager on a contractual basis for up to 2 years beginning January 2020 to prepare for a 2020 season. Golf Club management positions are compensated in the range of \$125,000 per year, and would report to the Town.
2. The Town enters into a longer-term partnership with the Hinton Golfing Society in the management and operations of the HGC.
Financial support and greater oversight of the board could be provided through Council appointed members to the Society. The Golf Club Manager and all other staff would report to the Society, with wages for the Manager advanced by the Town, and potentially reimbursed through revenue collected through the season. Cost-savings may be seen for wages of HGC staff in reporting to the Society. This option is similar to the arrangement of the PATH Performing Arts Building, and the Arts Society Hinton (ASH).
3. The Town sells the HGC property or retains the facility and lands in whole or in part.
To recoup the loan money and avoid financial losses or risk to the Town of Hinton, the HGC could be sold as-is to investors or a hotel chain, or the land divided into parcels for sale. The course could also be reduced to 9 holes, and remaining land used for municipal infrastructure or commercial development.
4. The Town engages the services of a professional firm to conduct an audit and develop a two-year business plan for the HGC.
Depending on the medium-term direction of Council, if Council wishes to retain the golf course as municipal infrastructure, a two-year business plan could be prepared instead, in addition to an audit. If Council approves the use of the funds provided to the Golf Society to complete a business plan, this item may not be considered; however, if the Council prefers that a business plan be conducted through a firm selected by the Town, this option has been included.
5. The Town enters into an RFP process to seek outside management of the HGC by a third party through a term agreement.
If Council wishes to take management of the HGC completely external, an RFP could be prepared to seek interested third-party management to manage and operate the golf course. This process could be initiated at any time.

Loan payments regardless of the direction Council provides will need to be made of \$158,000 per year, and depending on which medium-term option is considered, may need to budget the amounts required to transfer operations and management of the HGC to the Town, in addition to the assets.

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	\$158,000 per year in loan payments

	Up to \$125,000 estimated for wages and benefits for a Golf Club Manager
Capital Cost	Unknown
Budget Available	None
Source of Funds <ul style="list-style-type: none"> ○ Budgeted Amount ○ Grants (successful/unsuccessful) 	The \$158,000 per year for loan payments and the approximately \$125,000 for a Golf Club Manager position wages and benefits (if a Town employee) and costs associated with an appraisal of the HGC up to \$10,000 added to the 2020 Budget for Council's consideration
Unbudgeted Costs <ul style="list-style-type: none"> ○ Options for where to acquire the necessary funds 	Funds provided to the Hinton Golf Society through Council's motion on October 29, 2019 have been accounted for through accounts receivable. To support the loan payment, appraisal and Manager's wages and benefits, there is no cash to cover these amounts. Council may need to consider using tax revenue to cover these costs.

Level of Service Implications

In taking on the HGC as a Town asset, many level of service implications are expected. Listed in the content earlier in this report, these include all the staff time, maintenance and supplies to operate a facility. Not all of these areas have been budgeted for or addressed in the 2020 budget.

Public Engagement

At this time, no engagement is needed as per the Public Participation Policy; however, as per the policy, engagement can be conducted through Council's direction if needed.

Communications

As this is the first public report on the matter of the HGC, communications can be captured based on the direction provided by Council, and disseminated through a CivicSend e-newsletter and a link to our Facebook page. Key messages for Council can also be developed.

Risk / Liability

There is a risk in maintaining the HGC for a 2020 golf season without a Manager in place early in the New Year. If Council supports a 2020 golf season, the preparation of a business plan to maximize revenues and offset funds required by the Town.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
Council's Strategic Plan	N/A	
Community Sustainability Plan	N/A	
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	N/A	
Other plans or policies	N/A	

Options / Alternatives

By providing funds for the two years of operations of the HGC, including hiring a Manager and developing a business plan, Administration will be able to pursue options such as leasing, private sector partnership or sale of the property and club house. A two-year time frame will allow the development of a 2- to 5-year business plan.

The Town cannot pursue options if the Golf Course is closed for the short or long term. The Clubhouse and land are valuable assets and Administration needs time to analyze all options and the long-term implications to provide due diligence to a financial analysis. We need to consider the developer next door since some of the holes are on the developer's land and crown land.

Administration is seeking direction on the following items:

Short-term 2020

1. That Committee recommend Council approve the use of a portion of the remaining funds provided to the Hinton Golf Society through Council's October 29, 2019 motion to prepare a Business Plan for the HGC.
2. That Committee recommend Council direct Administration to include the cost of hiring a Golf Club Manager as a Town employee for 2 years, along with costs associated with the development of a business plan in the 2020 Budget.
3. That Committee recommend Council direct Administration to acquire an appraisal for the HGC, including all assets, and associated costs to be included in the 2020 Budget.

Longer-term 2021 - 2022

4. That Committee recommend Council direct Administration to prepare an RFP for leasing the HGC.
5. That Committee recommend Council direct Administration to pursue private sector interest for ownership of the HGC.

Attachment(s)



TOWN OF HINTON

Minutes of the Special Meeting of Council with the Community Engagement & Advisory Committee Held June 12, 2018 in Committee Room

Present: Mayor Michaels, Councillors Trevor Haas, Ryan Maguhn, Dewly Nelson, Albert Ostashek, JoAnn Race, Tyler Waugh, G. Griffiths, R. McKay, K. Rees, S. Caputo, J. Vasbottn

Also in Attendance: D. Parent and W. Anderson.

ORDER

Mayor Michaels called the meeting to order at 6:49 p.m.

Council and Community Engagement & Advisory Committee (CEAC) members discussed concerns they have had regarding the committee over the past several years.

Mayor Michaels proposed a one-year trial where regular meetings would be set. He would be prepared to sit on the committee at no charge to the community and committed to one staff member available. A Terms of Reference is required for Council's review by the end of September, 2018. After the trial period, the committee would be re-assessed. Council and CEAC members felt this was reasonable.

MICHAELS - 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.

Carried Unanimously

ADJOURNMENT

NELSON – That the Special Meeting of Council adjourn.

Carried Unanimously

The Time was 8:09 p.m.

Mayor

Month of May Survey

Town of Hinton Community Engagement and Advisory Committee committed to surveying Hinton and area residents during May to answer this one question.

What do you see as the top three concerns that you have, that community should focus on to improve the quality of life in Hinton?

This survey was shared electronically and on social media using the Survey Monkey platform as well as paper copies. The committee members reached out to their personal and professional network contacts to fan out the questionnaire during May 2019. Other activities to support survey engagement included a presentation to Mayor and Council on May 21, 2019 by Garth Griffiths and Jailin Bertolin. The goal of the information session was to raise awareness of CEAC's plans for community engagement in May and to go forward. On May 30, 2019 CEAC members held an Open House at Parks West Mall from 12 noon to 9 pm to increase community exposure to the survey.

The goal of the survey was to 'cast a net' to see what Hinton and Area residents had to say about where the Town of Hinton should focus their efforts and inform Mayor and Council of these results. The CEAC Strategic Plans speaks to a follow-up survey that could potentially focus in and drill down on some of the themes brought forward.

In the end, 249 surveys were returned to the committee to be reviewed and sorted. Of those surveys 210 were completed electronically, and 39 were paper copies. Of the paper copies 20 were a result of the CEAC Open House in Parks West Mall in May.

Please Note:

The data collected was a rich narrative of people's thoughts and opinions, and as such, some comments spanned more than one theme. With the goal of capturing as much of the information as possible, Some comments were scored in more than one column, because they fell into more than one category and the team wished to gather as much detail from the survey as possible. As a result, these numbers and percentages presented should only be used as a broad guideline to focus discussion and plan next steps.

Findings

From the answers to the question "What do you see as the top three concerns that you have, that community should focus on to improve the quality of life in Hinton?" several dominant themes emerged. The top 3 themes are recreation, affordable and available housing, and safety and security.

OVERALL THEME	OVERALL SCORE	OVERALL PERCENTAGE
RECREATION	261/249	105%
HOUSING	97/249	39%
SAFETY AND SECURITY	61/249	24%

RECREATION includes anything on the spread sheet that was categorized as Recreation Centre/Pool, Recreation, Trails, Biking, Boardwalk, Parks/Green spaces and Indoor Activities (261/249, since some responses fell into more than one theme).

RECREATION THEME	SCORE	APPROX PERCENTAGE IN RECREATION TOTAL	RECREATION OVERALL PERCENTAGES
REC CENTRE/POOL	72/261	28%	28%
RECREATIONAL ACTIVITIES	57/261	22%	22%
BOARDWALK	41/261	16%	16%
TRAILS	40/261	15%	15%
PARKS & GREEN SPACES	19/261	7%	7%
INDOOR ACTIVITES	20/261	7%	7%
BIKING	12/261	5 %	5%

Quotes from survey on the recreation themes:

"walking trails in new subdivisions"

"New rec centre"

"Trails from River Front Park to Town"

"Beaver Boardwalk - fix it"

"More indoor activities for kids in winter"

"Beaver Boardwalk - repair and maintain, stop worrying about liability, make summer interpretive programs"

"Biking/walking trails to connect entire town (safety)"

"Rec Centre - people go to other communities"

"Bike park expansion"

"Indoor rec center walking track"

"Maintain / improve multipurpose trails"

"More parks, green space"

"Indoor playground facilities for young children"

"Maintaining recreational facilities and trails within Hinton"

HOUSING was a concern to approximately 33% of the responses, and housing was further broken down into these sub-themes (97/249)

HOUSING THEME	SCORE	APPROX PERCENTAGE IN HOUSING TOTAL	HOUSING OVERALL PERCENTAGES
AFFORDABLE HOUSING	40/97	41%	16%
SENIORS HOUSING	24/97	25 %	10%
HOMELESSNESS	15/97	15%	6%
LOW-INCOME HOUSING	11/97	13%	4%
MISCELLANEOUS	7/97	7%	3%

Quotes from survey on the housing themes:

"Increase of low income housing"

"Affordable, clean housing/rent for single mothers and lower income people"

"Affordable housing for seniors so they can stay in Hinton"

"Homeless population"

"Low income housing/subsidies"

"Affordable rent /pets in lower income bracket"

"Limit air B 'n B in town. it's creating rental shortage and homelessness. Also open a homeless shelter."

"There is a need for "affordable" seniors' housing"

"Senior housing so retirees stay here"

"Homeless shelter"

"Lower real estate prices with more land available for building"

"Homeless Shelter for men"

SAFETY AND SECURITY also emerged a dominant theme with 24% of respondents commenting on one of the following themes.

SAFETY AND SECURITY THEME	SAFETY AND SECURITY SCORE	SAFETY AND SECURITY PERCENTAGE	SAFETY AND SECURITY OVERALL PERCENTAGE
CRIME REDUCTION	44/61	72%	18%
FIRE SMART AND FIRE SAFETY	8/61	13%	3%
PHOTO RADAR	3/61	5%	1%
MISCELLANEOUS	6/61	10%	2%

Quotes from the survey regarding safety and security:

"More policing to reduce crime"

"focus on forest fire safety"

"help with drug addiction"

"Address fire hazard concerning Pine Beetle"

"Crime/Drugs Prevention"

"The crime/drugs"

"Hinton has crime and drug problems"

"stop spending and use that money on some more RCMP"

"get rid of photo radar"

"FireSmarting/fuel reduction should be more comprehensive"

"Increased Police Enforcement on Crime"

"Crime, drugs, vehicle theft, robbery, things are really getting out of hand again."

"address criminals breaking into apartments"

Ties to Town of Hinton Strategic Plan (2017-2021)

Goal 1 : Responsibly grow, develop, and diversify the town of Hinton

Within this goal, the survey results aligns with the following Key Strategies:

KS 1.1.4: Promote tourism focusing on Hinton as an adventure destination

Goal 2: Increase Hinton's housing choices to provide affordability and attainability for all.

Within this goal, the survey results aligns with the following objectives:

Objective 2.1: Stimulate development of housing stock on a targeted basis with a focus on seniors' housing.

Objective 2.1.3: Create partnership in support of affordable housing.

Goal 4: Maintain safe and reliable infrastructure able to meet the needs of the growing community.

Within this goal, the survey results aligns with the following Key Strategies:

KS 4.1.2: Determine the future of the recreation centre.

KS 4.1.3: Maintain and enhance Hinton's indoor and outdoor recreation infrastructure.

Other Top Categories

Road and Traffic

- "Improve Gregg Ave"*
- "Increase path and crosswalk safety"*
- "Improve road conditions in winter"*
- "Reduce speed of large trucks"*
- "Crosswalk and flashing light on Brookhart for students on bus"*

Business/Economy

- "Opportunities for businesses to grow"*
- "More clothing stores around town"*
- "More diversity of businesses"*

- "More events to promote out of town people to participate and help Hinton businesses"*
- "Economic Growth and Development"*
- "More entrepreneurial support"*
- "Planning for future after coal"*

Cost of Living (not including housing comments)

- "more affordable groceries so we don't have to drive to Edson"*
- "Bus/Transit is too expensive"*
- "Fuel prices compared to city"*
- "Making healthy eating and living more affordable"*

Community Events and Culture

- "more community events and advertising for them"*
- "Increase the amount of free outdoor entertainment, especially during the summer"*
- "More restaurants and community events in green square"*
- "Cultivate culture and community pride"*

Next Steps

CEAC is committed to doing a follow-up survey but requests guidance from Town Council on where they would like to focus further engagement.

Some suggestions would be to complete a follow up electronic survey that helps drill down and clarify points or questions arising from the current information.

There are many ways to approach this data and determining next steps for CEAC, should be under the guidance of Town Council to ensure information collected is useful, relevant, timely and important.

Appendix 1 – Spreadsheet of compiled survey results, including comments.

Appendix 2 – Town of Hinton Economic Development Strategic Plan

COUNCIL ACTION PENDING
 of November 21, 2019

Chief Administrative Officer Status Report Council Action Pending List

Meeting Date	Item Number	Action Required	Staff Responsible	Multi 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.	Emdad Haque	Dale Woloszyn	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. June 12/19: This item will be reviewed once the new Director is here. Nov. 14/20 - Work will commence on this item in the new year, we are expecting to present by end of February/2020.
Apr 2018	MD - 1539	Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.	Laura Howarth	Hans van Klaveren	29 Mar 2019	In Progress	On hold until end of August 2020. The initial intent of this motion was to address public use of green spaces. This will be addressed in conjunction with Council Action Pending Item MD-1783 when Policy #082 Recreation & Parks Fees & Charges is presented to Standing Committee for discussion or direction.

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
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	Emily Olsen	27 Jul 2018	In Progress	Preparation has begun with preliminary research on a Terms of Reference. Administration is working with other communities to learn from their processes to build a meaningful framework for the CSP revisions. Expected to be brought to Council June 18/19. June 18/19 - Presented to Council, no further direction received regarding Task Force.
Oct 2018	MD - 1643	Direct Administration to present Recreation Centre Project funding plan options by the end of December 31, 2018.	Carla Fox	Laura Howarth	31 Dec 2018	On Hold	On hold until the project is defined through Council approval.
Dec 2018	MD - 1686	Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019.	Laura Howarth	Hans van Klaveren	31 Mar 2019	On Hold	On hold until the Parks, Open Spaces & Trails Master Plan recommendation regarding minimum design standards is put into action (currently planned for 2021/2022 capital budget).
15 Jan 2019	MD - 1702	That the Recreation Centre Project Management Request for Proposal Key Deliverables be brought back a Standing Committee meeting before the end of March 2019.	Laura Howarth	Hans van Klaveren	31 Mar 2019	On Hold	On hold as per discussions between CAO and Council regarding developments and progress.
23 Apr 2019	MD - 1759	Administration to bring the water service levels and delivery to a Standing Committee meeting by the end of October 2019.	Emdad Haque	Dale Woloszyn	31 Oct 2019	In Progress	Nov. 14/19: Work will commence on this item in the new year and expecting to present by end of March/2020

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
May 2019	MD - 1767	Administration to prepare project timeline and budget for Council's approval as part of the annual budget process regarding the PCP program.	Peter Vana		01 Sep 2019	Pending	
May 2019	MD - 1775	That Council direct Administration to bring forward a Request for Decision to invest maintenance dollars in the currently open sections of the Beaver Boardwalk to a Regular Meeting of Council.	Laura Howarth	Hans van Klaveren	31 Jul 2019	On Hold	On hold pending the Water Act approval currently in process (response from the province is not anticipated before the end of 2019); and the Beaver Boardwalk Committee created by Council in July 2019 has been mandated to provide Council with recommendations (deadline uncertain at this time).
May 2019	MD - 1783	Direct Administration to bring Policy #082 Recreation & Parks Fees and Charges to a Standing Committee meeting for discussion by August 31, 2020.	Laura Howarth	Hans van Klaveren	31 Aug 2020	Pending	No action taken at this time. Intent of this motion was to explore parameters of fee reduction requests (categories i.e. non-profit rates, business rates, fundraising event rates).
18 Jun 2019	MD - 1793	Administration to bring a report to Regular Council regarding the Energy Futures Roadshow / FCM funded support work on PCP Milestone 1 and 2.	Martin Taylor	Emily Olsen	30 Sep 2019	In Progress	

COUNCIL ACTION PENDING
of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Jun 2019	MD - 1794	Administration to halt Town and ISL work with relation to the bridge excluding the bridge steps and bring back a report pertaining to options including high level costs to a Standing Committee meeting before the end of August, 2019.	Diana Daley-Beckford	Hans van Klaveren	30 Aug 2019	In Progress	All work had been halted immediately. Temporary bridge access (stairs) has been installed. It is anticipated that the Beaver Boardwalk Committee will present recommendations regarding permanent bridge access to Council within an expanded mandate.
Jul 2019	MD - 1803	That Council direct Administration to bring a report to a future Standing Committee meeting regarding assessment policy options including split notices and supplemental assessments.	Carla Fox		31 Dec 2019	Pending	
Jul 2019	MD - 1814	That Committee recommend Aquatic Centre Options 1A and 3A come to Regular Meeting of Council October 15, 2019 for decision.	Martin Taylor	NONE	15 Oct 2019	In Progress	To be added to the Agenda of October 15, 2019
27 Aug 2019	MD - 1835	Administration to bring a report outlining the costs and strategies involved in hosting a Town Hall meeting and other potential engagement strategies regarding budget and Council's Strategic Plan prior to Council's Strategic Planning Session.	Martin Taylor	Emily Olsen	23 Oct 2019	Pending	

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Sep 2019	MD - 1836	That Committee recommend the establishment of a Procedural Bylaw Review Committee to be presented at the Standing Committee Meeting September 10, 2019.	Terri Williams		10 Sep 2019	Pending	
Sep 2019	MD - 1839	Administration to bring back a report to Standing Committee on the costs associated with a Council retreat in Whitecourt, the comparative costs for equivalent time in Hinton, and costs of a strategic planning session of one day.	Martin Taylor	Emily Olsen	08 Oct 2019	Pending	
Sep 2019	MD - 1841	Committee recommend that Administration prepare Terms of Reference and present prior to the end of November 2019.	Martin Taylor	Terri Williams	29 Nov 2019	Pending	Commenced November 15/19
10 Sep 2019	MD - 1842	That Committee direct Administration to proceed with the Town Hall Meeting, Focus Groups (with the inclusion of a Recreation Centre user group), and the Citizen Budget Tool as presented.	Martin Taylor	Emily Olsen	31 Oct 2019	Pending	
10 Sep 2019	MD - 1847	Council direct Administration to bring forward a report to the October 8, 2019 Standing Committee meeting.	Martin Taylor	Todd Martens	08 Oct 2019	Pending	

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Sep 2019	MD - 1849	Council direct Administration to enter into an RFP process to select a consultant to complete a geotechnical site assessment on the McMillan Land.	Martin Taylor	Scott Kovatch	31 Dec 2019	Pending	
Sep 2019	MD - 1857	Council direct admin to bring back a report, before the end of the second quarter in 2020, with regards to franchise fees, available options and potential impacts.	Carla Fox		30 Jun 2020	Pending	
Oct 2019	MD - 1865	That Committee recommend Council approve to meet bi-annually with FCSS services, with the Board of Directors meeting to occur in the fall prior to budget discussions.	Laura Howarth	Olga Uloth	31 Dec 2019	In Progress	DOES THIS NEED TO GO TO COUNCIL FOR APPROVAL OR CAN THE FOLLOWING COMMENT BE OFFERED: Completed. Administration will schedule bi-annual meetings between Council and FCSS services beginning in 2020.
	MD - 1867	That Committee direct Administration to bring forward options for Short-term Rental Accommodation regulations for potential implementation with the Land Use Bylaw amendments expected in January 2020.	Martin Taylor	Dani Woodman	31 Jan 2020	Pending	

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Oct 2019	MD - 1868	That Committee direct Administration to bring a report including options on the next steps for the Aquatic Centre before the end of 2019.	Martin Taylor		31 Dec 2019	Pending	
	MD - 1871	That Council approve the Standing Committee's recommendation to amend the Hinton Timberwolves' Junior A Hockey Team Facility Use Agreement to incorporate a reduced hourly rental rate for Adult Non-Prime Arena Use by 75% for the 2019/2020 season and 50% for the 2020/2021 season as determined by the Committee.	Laura Howarth	Hans van Klaveren	31 Oct 2019	In Progress	Amendment document is being prepared for joint party signatures.
Oct 2019	MD - 1879	That Committee table the Maxwell Lake Recreation Area Outline Plan to a Standing Committee meeting by the end of June 2020.	Laura Howarth	Hans van Klaveren	30 Jun 2020	On Hold	On hold pending the Water Act approval currently in process (response from the province is not anticipated before the end of 2019).
22 Oct 2019	MD - 1880	That Committee recommend Council approve Administration to invite Request for Proposals (RFP) to bid on the ATE program contract.	Martin Taylor	Todd Martens	28 Feb 2020	Pending	

COUNCIL ACTION PENDING
of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Nov 2019	MD - 1884	That Council approve the Standing Committee's recommendation for Administration to invite Request for Proposals (RFP) to bid on the ATE program contract.	Martin Taylor	Todd Martens	31 Mar 2020	Pending	
Nov 2019	MD - 1885	That Council approve the Town of Hinton Labour Negotiations Team to proceed with negotiations as discussed In-Camera. And that Council direct Administration to bring a report back to Council for ratification once a tentative agreement between both Parties has been reached.	Martin Taylor	Nikiea Hope	31 Dec 2019	Pending	

Council of Administrative Officer Status Report Council Action Pending List

COUNCIL ACTION PENDING
 of November 21, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Nov 2019	MD - 1891	That Council approve \$3,727 to the Hinton Friendship Centre for the Sharing Project from the Community Grant Program funds. That the above motion be tabled pending a presentation from the Hinton Friendship Centre for the Sharing Project by the Regular Meeting of Council on February 4, 2020.	Carla Fox	Shelbey Donkin	04 Feb 2020	Pending	
Nov 2019	MD - 1896	That Council approve Fohn Festival Committee funding request of \$8,200 for the 2020 Fohn Festival and direct Administration to include this amount in the 2020 budget.	Carla Fox		31 Dec 2019	Pending	