

Town of Hinton  
STANDING COMMITTEE MEETING

Agenda

June 22, 2021 - 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

*The Town of Hinton respectfully acknowledges that it is located on Treaty 6 Territory and Métis Nation Region No. 4. These are the traditional territories and ancestral lands of Indigenous Peoples including the Plains Cree First Nations, Aseniwuche Winewak Rocky Mountain First Nations, Stoney, Tsuu T'ina, Nakota, Denesuline, Saulteaux, Mountain Métis, Michif, and many other thriving communities that continue to enrich the land on which the Town of Hinton was established.*

*With this sentiment,*

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Standing Committee Agenda - June 22, 2021

**CITIZENS "MINUTE WITH COUNCIL"**

**ACTION ITEMS**

- 3 - 7 1. Tennis & Pickleball Court Resurfacing Capital Project

**INFORMATION ITEMS**

- 8 - 11 1. 2021 Civic Partnership Inventory Report

**REPORTING**

1. Council
  - Reporting
  - Urgent Matters

STANDING COMMITTEE MEETING

Agenda

June 22, 2021

- 12 - 22
2. Chief Administrative Officer
    - Reporting
    - Status Report
    - Action Pending List
  3. Legislative Services Update
  4. Executive Assistant Logistics Information

**CLOSED SESSION**

1. Mutual Performance Discussion (Section 24 of FOIP)

**ADJOURNMENT**

1. Adjournment



# TOWN OF HINTON Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Standing Committee Meeting of June 22, 2021

**PRESENTED BY:** Emily Olsen, Chief Administrative Officer

**RE:** **TENNIS AND PICKLEBALL COURT RESURFACING CAPITAL PROJECT**

## Recommended Action

*That Committee recommend Council proceed with the Tennis and Pickleball Court Resurfacing capital project in 2021 and that a total allocation of \$71,811 be funded from the Parks & Trails Major Reserve to complete the scope as defined in Option A.*

## Background

In 2006 and 2008, the outdoor Tennis facilities were resurfaced, including spot repairs and painting. The optimal interval to have this recurring maintenance work done is every 7 years; inadequate reserve funding has delayed the timing of the work beyond this typical cycle.

In 2018 the Parks, Open Spaces and Trails (POST) Masterplan was developed and the need for a full asset assessment was determined to support the creation of more realistic multi-year capital planning. Annual funding contributions to strengthen the Parks & Trails Major Reserve did not align with the identified and planned investments needed to maintain existing assets.

The current outdoor tennis court assets include:

- a. Municipal outdoor sports facility location adjacent to the Gerard Redmond Community Catholic School: 4 tennis courts (Hill)
- b. Gordon Moore Park municipal sports facility adjacent to Harry Collinge High School: 3 tennis courts (Valley)

The capital project for resurfacing the outdoor tennis courts was originally incorporated as phases in the Capital Budget schedule as follows:

2020    \$ 30,000 (year one of the *then* current 5-year 2020-2024 capital plan = first year investment)  
2025    \$ 30,000 (sixth year investment)

Adjustments to the capital schedules were made that resulted in the following timeline for the outdoor court projects:

2021    \$ 30,000 (year one of the *now* current 5-year 2021-2025 capital plan = first year investment)  
2025    \$ 30,000 (year five of the *now* current 5-year 2021-2025 capital plan = fifth year investment)

The estimated required amounts established in 2019, based on previous market conditions, facility conditions, and deliverables, were not adjusted when the first phase of the project was deferred.

Written By: Hans van Klaveren, Parks, Recreation & Culture Manager

The description and deliverables of the project were, however, changed to address 2/5\* of the current outdoor courts (the funding limit would determine actual scope and facility location once tendered) plus options to include Pickleball. (\*2/5 should have read 3 out of the 7 courts, or 3/7 as it was originally anticipated that the valley courts would be refurbished first, which is no longer advisable).

In April 2021, a Request for Proposal (RFP) was distributed to seek proposals for resurfacing the tennis courts including pickleball surfaces, and to potentially incorporate a volleyball surface and all sport netting requirements. Administration received one proposal submitted by the company that is the leading supplier of (re)surfacing and installation of outdoor courts in Alberta. Their proposal included multiple options with different deliverables and corresponding price quotes.

## Analysis

The information provided by the proponent during the mandatory site visit and in follow-up conversations included the following:

- The tennis courts in the valley require substantially more repairs compared to the courts at the hill location.
- New asphalt is advisable at the valley location.
- High-end resurfacing with fiber-induced products is more expensive and not attainable within the allocated budget.
- All prices for materials and installation have increased significantly over the past years (10% annually or higher) which will limit the deliverable option to stay within budget.

The valley location has three out of the seven municipal tennis courts and could receive repainting on new asphalt (done separately) for \$ 41,739.00. This would not include any pickleball lines or nets, or any functionality reconfiguration of the three existing tennis courts.

The current 5-Year Capital Plan for Community Services (Attachment 1 - page 75) identified a project cost of \$ 30,000 in 2021 to achieve '2/5 Tennis Court Resurfacing (inclusion of Pickleball)'. The allotted amount is not sufficient based on the received quote.

The projected 2021 year-end balance of the Parks & Trails Major Reserve, after the \$ 30,000 allocation for court resurfacing, is reflected in the schedule as \$ 421,992 (Attachment 1 - page 82).

### Option A.

Deliverables:

- Municipal sports courts at the hill location only
- 2 Tennis courts on the east side to be resurfaced
- 6 Pickleball courts to be established on the west side (= loss of 2 Tennis courts)
- 4 of these 6 Pickleball courts receive permanent posts and nets

Total cost:

• Resurfacing	\$ 65,787
• Pickleball net products	\$ 3,024
• Net installation estimate	<u>\$ 2,000</u>
Total	\$ 71,811

This would require a funding increase of \$41,811 from the Parks & Trails Major Reserve in 2021. (\$ 71,811 – \$ 30,000 = \$ 41,811)

**Option B.**

## Deliverables:

- Municipal sports courts at the hill location only
- 4 Tennis courts to be resurfaced
- No Pickleball courts to be established

## Total cost:

- Resurfacing \$ 63,265

This would require a funding increase of \$ 33,265 from the Parks & Trails Major Reserve in 2021.  
(\$ 63,265 – \$ 30,000 = \$ 33,265)

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**Option C.**

## Deliverables:

- Municipal sports courts at the hill location only
- 2 Tennis courts on the east side are **not** resurfaced
- 6 Pickleball courts to be established on west side (= loss of 2 Tennis courts)
- 4 of the 6 Pickleball courts receive permanent posts and nets

## Total cost:

- Resurfacing \$ 34,935
  - Pickleball net products \$ 3,024
  - Net installation estimate \$ 2,000
- Total \$ 39,959

This would require a funding increase of \$ 9,959 from the Parks & Trails Major Reserve in 2021.  
(\$ 39,959 – \$ 30,000 = \$ 9,959)

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**Option D.**

## Deliverables:

- Municipal sports courts at the hill location only
- 2 Tennis courts on the east side are **not** resurfaced
- 4 Pickleball courts to be established on the west side (= loss of 2 Tennis courts)
- 2 of the 4 Pickleball courts receive permanent posts and nets

## Total cost:

- Resurfacing \$ 28,977
  - Pickleball net products \$ 1,012
  - Net installation estimate \$ 2,000
- Total \$ 31,989

This would require a funding increase of \$ 1,989 from the Parks & Trails Major Reserve in 2021.  
(\$ 31,989 – \$ 30,000 = \$ 1,989)

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## Option E.

### Deliverables:

- Municipal sports courts at the hill location only
- 1 Tennis court will be resurfaced and will share 2 Pickleball courts at each end
- The remaining 3 Tennis courts are **not** resurfaced
- Pickleball courts do **not** receive permanent posts and nets

### Total cost:

- Resurfacing \$ 25,808

This would require a funding decrease of \$ 4,192 from the Parks & Trails Major Reserve in 2021.  
(\$ 25,808 – \$ 30,000 = - \$ 4,192)

Below is the Implication of Decision based on Option 1 (Administration's recommendation).

## Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	None
Capital Cost	\$ 71,811 (includes \$ 30,000 already allocated)
Reserve Balance Available	\$ 421,992
Source of Funds	Parks & Trails Major Reserve
Unbudgeted Costs	\$ 41,811 (above the \$ 30,000 already allocated) The cost in 2025 for Gordon Moore Park Tennis Courts is now also anticipated to be higher than budgeted. This will be addressed through future asset management processes and Capital Budget planning/deliberations.

### Level of Service Implications

- The hill courts are more widely used; facility user satisfaction will increase with reliable and multi-use functions established at this location.

### Public Engagement

- The public has the opportunity to stay informed about the budget deliberations and development through Council meetings and other budget processes / engagement.

### Communications

- The Corporate Services Department provides communication regarding the budget process and final Council approved budgets.

### Risk / Liability

- Completing the full resurfacing of the hill courts into a multi-use facility this year will prevent the increasing rate of erosion of this outdoor asset. This will allow for the valley courts to be fully assessed and budgeted for in the next 5-year capital plan (2022-2026).
- Completing as much resurfacing work as possible, and as soon as possible, will decrease the total cost of getting the hill and valley courts back to a standard that can be more efficiently and effectively sustained (operational and capital lifecycle planning).

Legislative Implications		
Conforms with:	Yes/No/Partial/NA	Comments
Council's Strategic Plan	Yes	Goal 4: Maintain safe and reliable infrastructure able to meet the needs of the growing community. Key Strategy 4.1.3: Maintain and enhance Hinton's indoor and outdoor recreation infrastructure.
Community Sustainability Plan	Yes	Strategy 3: Develop and upgrade indoor and outdoor facilities that make Hinton a destination for recreation and leisure activities. Action 1.3.1 Enhance and develop facilities, programs, and services that meet the recreation and leisure needs of the community and promote healthy lifestyles.
Municipal Policies or Bylaws	NA	None
Provincial Laws or MGA	NA	None
Other plans or policies	NA	None

### Options / Alternatives

1. That Committee recommend Council proceed with the Tennis and Pickleball Court Resurfacing capital project in 2021 and that a total allocation of \$71,811 be funded from the Parks & Trails Major Reserve to complete the scope as defined in Option A.
2. That Committee recommend Council defer the Tennis and Pickleball Court Resurfacing capital project from 2021 to the 2022-2026 Capital Budget process.
3. That Committee recommend Council proceed with the Tennis and Pickleball Court Resurfacing capital project in 2021 and that a total allocation of \$ xxxx be funded from the Parks & Trails Major Reserve to complete the amended scope as defined in Option X.

*(Committee to determine the amount based on option B, C, or D)*

4. That Committee recommend Council proceed with the Tennis and Pickleball Court Resurfacing capital project in 2021 and that a total allocation \$ 25,808 be funded from the Parks & Trails Major Reserve to complete the reduced scope as defined in Option E.

### Attachment(s)

1. Link to Hinton 2021 Budget - Approved February 16, 2021 (Town of Hinton website)  
[Hinton-2021-Budget---Approved-February-16-2021](#)



# TOWN OF HINTON Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Standing Committee Meeting of June 22, 2022  
**FROM:** Emily Olsen, Chief Administrative Officer  
**RE:** **2021 CIVIC PARTNERSHIP INVENTORY REPORT**

## Recommended Action

*That Committee accept the 2021 Civic Partnership Inventory Report for information.*

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## Background

In fall of 2020 Council approved [Civic Partnership Policy CL-1107 \(Attachment 1\)](#) which is established to formalize how the Town considers, evaluates, and enters into Partnership Agreements to provide funding or nonmonetary support to Civic Agencies for mutually beneficial initiatives.

Agencies classified in Category #1, #2A, and #2B are eligible for partnership funding. As such, the Civic Partnership Policy does not govern the Community Grant Program and does not attempt to restrict or define Council's will and ability to provide donations. The Policy does, however, allow for the consideration of all Agencies to transition between categories as established through an administrative screening process. Policy CL-1107 also provides decision making criteria for use by Council and Administration when responding to requests for partnership funding. Further, Policy CL-1107 achieves consistency, fairness, and demonstrates due diligence with respect to use of public funds.

## Analysis

To ensure Council can best balance funding requests, Administration has aligned this Policy to coincide with the annual budget process. To best prepare, both Council and Administration in managing potential partnership proposals, this Policy commits Administration to providing an annual Partnership Inventory Report. The Civic Agency Inventory (Attachment 2) highlights all current Partnership Agreements, Administration's level of satisfaction with those agreements, and renewal dates so that Council may contemplate, and engage as necessary, regarding the continuation, amendment, or dissolution of the current agreements prior to entering budget deliberations.

As outlined in Section 4.1.4 of Policy CL-1107 (Attachment 1), Council will also be provided with an annual Proposed Partnership Report so that Council may provide direction to Administration as to which proposed (new) partnerships should be considered during budget deliberations. This report is currently being drafted as Administration continues to meet with a handful of groups who have initiated the Civic Agency administrative review process.

Policy CL-1107 will be less than one year old at the time of this report. Thus, some of the groups within the Inventory will be listed as not having established a Partnership Agreement with the Town. Administration is awaiting direction that results from the forthcoming Proposed Partnership Report in

Written by: Heather Waye, Strategic Services Manager



order to formalize, through Partnership Agreement, any of the historically funded Civic Agencies/partnerships.

### Implications of Decision

By accepting this report for information, Administration will continue to action Policy CL-1107 through the following next steps:

1. Continue to engage and exchange information with Civic Agencies. This information is used to populate the Proposed Partnership Report.
2. Provide the Proposed Partnership Report for information and direction to suit the will of Council.
3. Engaging, and preparing for Civic Agency presentations that occur annually through the budget deliberations process.

There are no immediate financial implications associated with accepting this report for information. This report is being provided for Council's consideration prior to and to inform upcoming annual budget deliberations.

Financial Implications	
Items	Comments
Operating Cost/Implications	\$0
Capital Cost	\$0
Budget Available	N/A
Source of Funds	\$0
Unbudgeted Costs	\$0

#### Level of Service Implications:

No change.

#### Public Engagement:

Administration continues to accept and consider internal and external feedback related to the administration of Policy CL-1107.

#### Communications:

Partnership Category classification and proposal process information are published on the Town website.

Affected internal staff have been advised on how to manage partnership requests or information requests related to the process.

#### Risk / Liability:

None associated with accepting this report for information.

<b>Legislative Implications</b>		
<b>Conforms with:</b>	<b>Yes/No/Partial</b>	<b>Comments</b>
<b>Council's Strategic Plan</b>	Yes	KS 1.1.1: Collaborate through partnerships. KS 1.2.1: Work with partners to retain youth citizenship KS 3.1.3: Develop a more consultative approach to operational planning. KS 3.1.4: Build relationships with community connectors. KS 3.1.5: Promote an "only handle it once" customer service philosophy.
<b>Community Sustainability Plan</b>	Yes	Building a Sustainable Community: Identifying and building partnerships with individuals, organizations, and businesses.
<b>Municipal Policies or Bylaws</b>	Yes	Bylaw 1085 Hinton Grant Funding Advisory Committee Policy 096 Quality of Life Grant Program Policy 085 Coordinated Support for Major Non-Profit Initiatives Policy 014 Financial Planning & Budgeting Policy Policy 015 Authorization of Expenditures Unbudgeted and Unplanned Policy.
<b>Provincial Laws or MGA</b>	Yes	All category partnership types are permissible under the MGA and Alberta Law.
<b>Other Plans or Policies</b>	Yes	IMF, POST Master Plan, FCSS Mandate, Community Grant

### Options / Alternatives

1. That Committee accept the 2021 Civic Partnership Inventory Report for information.
2. That Committee direct Administration to bring the 2021 Civic Partnership Inventory Report to a future Standing Committee Meeting for further discussion.
3. That Council direct Administration to bring additional information regarding [Civic Agency Name(s) Here] in conjunction with the Proposed Partnership Report.

### Attachment(s)

Attachment 1: [Civic Partnership Policy CL-1107](#)

Attachment 2: 2021 Civic Agency Inventory

	Associated Facility	Facility is Town Owned?	2021 Funding Request (Through Agreement or Otherwise)	2021 Ops Funding Allocation	2021 Cap Reserve (Restricted) Contribution	Agreement?	Agreement Expiry/Renewal	Non-Profit?	Society's Act Compliance?	Administrative Notes	Financial Reporting Required in 2021
Report	Hinton/Jasper Airport	NO	\$ 90,000.00	\$ 90,000.00	N/A	YES	31-Dec-29	NO	N/A		Upon Request of Council
Chamber of Commerce	Centennial Building	YES	\$ 53,000.00	\$ 53,000.00	N/A	YES	December 31,2021	NO	N/A	Agreement allots 23k. Chamber requested and was approved for an additional 30k.	YES
John Festival	N/A	N/A	\$ 8,200.00	\$ 8,200.00	N/A	NO	TBD	YES	PARTIAL	Financial reporting has not been provided. Minutes are inconsistent. Mandate re: COVID style event should be reviewed.	YES
Northhills Recreation Management Association	Regional Campgrounds	NO	\$ 20,000.00	\$ 20,000.00	N/A	NO	TBD	NO	N/A	An agreement did exist up until 2012. Since that time the program is offered on participation basis. FRMA has been open and responsive to feedback or additional information requests. An agreement would likely be achievable upon request of Council.	Upon Request of Council
Hinton Disc Golf Association	Hinton Disc Golf Course	YES	\$ 10,150.00	\$ 5,150.00	\$ 5,000.00	YES	2026	YES	YES		YES
Hinton Golfing Society	Hinton Golf Course	YES	\$ -	\$ -	\$ -	YES	31-Oct-21	YES	YES	Payment plan of 50k/year established to ensure repayment of Account Receivable. Current Balance: \$201,892.00	YES
Hinton Historical Society	Northern Rockies Museum of Culture and Heritage	NO	\$ 65,000.00	\$ 65,000.00	N/A	NO	TBD	YES	YES	Challenged to be financially self sustainable. Alternative options are being evaluated through the Civic Agency Administrative	YES
Hinton Mountain Bike Association	Hinton Bike Park	YES (within Town limits)	\$ 22,606.00	\$ 15,606.00	\$ 7,000.00	YES	Dec 31 -21	YES	YES	A 2% increase was applied to Contracted Services budget codes corporate-wide in 2020; in error, this increase was applied to HMBA's funding allocation, and subsequently written into their 2021 agreement. This will be revisited through the 2022 budget process and future agreement negotiations.	YES
Performing Arts Society of Hinton	West Fraser Guild - Performing Arts Theatre Hinton	YES	\$ 55,000.00	\$ -	NA	YES	Aug-31-27	YES	YES	Adapted through COVID and did not required funding in 2021.	YES

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
11 Oct 2018	MD - 1643	Direct Administration to present Recreation Centre Project funding plan options by the end of December 31, 2018.	Carla Fox	31 Dec 2018	31 Dec 2021	On Hold	ON HOLD: see MD-2002, MD-2247, and MD-2248.
11 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	31 Mar 2019	31 Dec 2021	In Progress	IN PROGRESS: Development Services is managing the RFP process; a consultant has not yet been selected. Workshops will be conducted with anticipated project completion set for August 2021. This project will create minimum landscape, design, and construction standards as recommended under the Parks, Open Spaces, and Trails Master Plan. \$75,000 has been approved in the 2021 Budget to develop these standards.
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	31 Mar 2019	31 Dec 2021	On Hold	ON HOLD: see MD-2002, MD-2247, and MD-2248.
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.	Dale Woloszyn	31 Oct 2019	31 Dec 2021	In Progress	Work will commence on this item in the new year and expecting to present by end of March/2020 Mar. 6/20 - Expected date for presentation is end of June/20. May 14/20 - Expecting to present to Council before the end of September 2020. Oct. 21/20 - Engaged external consultant for the detailed analysis of water rates. Jan. 14/21 - Working with external consultant.
08 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.	Emily Olsen	31 Dec 2019		On Hold	Council decision in Agenda prep meeting on Dec. 5/19 to postpone until January 2020
05 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.	Maurice de Beudrap	31 Mar 2020		On Hold	New legislature as of December 1, 2019 from Provincial Government - all new programs on hold for approximately 2 years.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
14 Jul 2020	MD - 2031	That Council direct Administration to develop the Full Cost Recovery Volume based Fee structure for Residential and Commercial Customers based on service costs	Dale Woloszyn	30 Sep 2020	31 Dec 2021	In Progress	Oct. 21/20 - Administration is working on modernizing the Bylaw and the Fee structure. Jan. 14/20 - Received new truck late 2020 and just working on collecting data in the next few months with new bins to establish Fee Structure.
14 Jul 2020	MD - 2032	That Council approve public engagement including an online session and an in-person session on recycling options before the end of the first quarter 2021.	Dale Woloszyn	31 Mar 2021	31 Mar 2022	In Progress	Oct. 21/20 - Administration started collecting resident's input using Survey forms. Will be reviewing customer feedback with the new bins placed in late January. Feb. 11/21: Capacity and turnover, as well as completion of new bin rollout.
13 Oct 2020	MD - 2086	That Committee direct Administration to engage with the Community Engagement Advisory Committee (CEAC) to recommend emission reduction targets to Council as part of milestone 2 of the Partners for Climate Protection Program.	Emily Olsen	31 Mar 2021	30 Sep 2021	On Hold	Hold until additional administrative support is available. Municipal Energy Manager through ACP grant will assist. Awaiting awarding of that grant.
03 Nov 2020	MD - 2108	That Council direct Administration to bring a report regarding taxation of mobile home park property and residences to a Standing Committee meeting before the end of June 2021.	Carla Fox	30 Jun 2021	31 Aug 2021	On Hold	On hold pending completion of other Q1 & Q2 priorities.
10 Nov 2020	MD - 2112	That Council direct Administration to bring back a report outlining options for land consolidation at the Hinton Golf Course to a Standing Committee meeting before the end of Q2 2021.	Emily Olsen	30 Jun 2021	30 Sep 2021	In Progress	Will proceed after Golf Course EOI process is complete.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
21 Nov 2020	MD - 2136	That Council direct Administration to pursue Option 3 as the preferred approach – A Collaborative Partnership approach in the development of the Boutin Avenue lands with other organizations and developers and collaboratively seek other sources of grant funding to provide affordable housing through a phased approach and that Council direct Administration to make application for the Canada Mortgage and Housing Rapid Housing Initiative Grant and the SEED Funding Grant using Colliers Project Leaders consulting services to an amount not to exceed \$45,500.	Emily Olsen	01 Jan 2021		In Progress	RHI Grant Application complete and submitted.
02 Feb 2021	MD - 2175	That Council establish an oversight committee for the ongoing rehabilitation, and sustainability of the Boardwalk, the composition of the committee will be determined through the Terms of Reference, and the committee must include representation from community stakeholder groups.	Emily Olsen	30 Sep 2021		In Progress	July 6 Agenda.
02 Feb 2021	MD - 2177	That Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that re-evaluation of this amount shall occur on an ongoing basis.	Laura Howarth	31 Dec 2021		On Hold	ON HOLD: Until the 2022-2024 Budget process begins or is concluded.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
02 Feb 2021	MD - 2178	That Council direct Administration to bring a report to a Standing Committee meeting with options for the duplicated boardwalk and trail sections, and with input from the oversight committee once established.	Emily Olsen	31 Dec 2021		On Hold	ON HOLD: Until an oversight committee is established and functioning (see MD-2268).
02 Feb 2021	MD - 2180	That Council dissolve the current Beaver Boardwalk Committee subsequent to a handover meeting with the new committee.	Emily Olsen	30 Sep 2021		On Hold	Terms of reference for new committee being brought forward July 6, 2021. Committee is expected to be established before September 2021 - then BEBO can be dissolved.
09 Feb 2021	MD - 2191	Seek consensus that all individual reserves be removed from the Fiscal Responsibility Policy and be replaced with overarching reserve policies.  That the above motion be referred to the March 9, 2021 Standing Committee meeting to allow Administration to explore the possibility of including appendix material as discussed in the Standing Committee meeting of Tuesday, February 9, 2021.	Carla Fox	09 Mar 2021	30 Sep 2021	On Hold	More time is required to complete this work. Looking at bringing forward in the Fall w/ Reserve Policy
09 Feb 2021	MD - 2192	Direct Administration to bring back the Fiscal Responsibility Policy FN -1301 with a review date of March 2022.  That Section 6.8 include no later than 6 weeks from the end of the quarter.	Carla Fox	09 Mar 2021	30 Sep 2021	On Hold	On hold pending completion of Q1 & Q2 priorities.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
09 Feb 2021	MD - 2196	That Administration bring back a report on specific compression challenges within the Town of Hinton as well as strategies to address the issue during the 2022 budget process.	Emily Olsen	31 Dec 2021		On Hold	ON HOLD: Until the 2022 - 2024 Budget process begins or is concluded.
16 Feb 2021	MD - 2199	Direct Administration to bring forward a 2022 draft budget with a maximum 3% tax increase.	Carla Fox	31 Dec 2021		On Hold	No action taken at this time, other financial priorities from Q1 & Q2 need first be completed.
16 Feb 2021	MD - 2200	That Committee recommend Council bring back the 2021-2023 Three-Year Operating Plan as presented on February 16, 2021 to a Regular Council meeting for decision.	Carla Fox	06 Apr 2021	06 Jul 2021	In Progress	On the July 6, 2021 agenda. May 11 - Revised date as per Council direction.
02 Mar 2021	MD - 2202	That Council secure the land at Erith Park for the purposes of advancing the All Wheel Park Project Proposal whereas the securement for the all wheel park project expires after 48 months if the project has not been advanced.	Emily Olsen	31 Mar 2025		Pending	An update will be brought before budget 2022 (September 2021) so that if there are any funding impacts they can be addressed.
02 Mar 2021	MD - 2205	That a service level training and review activity be added to annual reporting and budget schedule to occur no later than June 30, 2021.	Emily Olsen	30 Jun 2021		Pending	Scheduled for June 22, 2021



**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
16 Mar 2021	MD - 2217	<p>Direct Administration to update Draft section 6.0 of the Non-Residential Tax Incentive Bylaw to reflect the ability for Administration to administer the Tax Incentive Agreement.</p> <p>Direct Administration to add in Draft Section 3.1 of the Non-Residential Tax Incentive Bylaw a second year of 100% tax incentive.</p> <p>That Committee direct Administration to bring the Non-Residential Property Tax Incentive Bylaw to a regular Council meeting for first reading, as amended.</p>	Winston Rossouw	31 May 2021		Pending	
23 Mar 2021	MD - 2219	To direct Administration to bring a Request for Decision to the May 4, 2021 Regular Council meeting regarding the decommissioning of the Scout Hall in the 2021 budget year.	Dale Woloszyn	04 May 2021		In Progress	Scout Hall Update Decommissioning Report completed – In process and Contractor hired (within approved budget) to remove asbestos commencing May 17 and estimated completion end of May. Will submit decommission report July 6 for decommissioning costs as per council this year.
23 Mar 2021	MD - 2220	That the \$100,000 previously allocated to the pool locker replacement be reallocated to the Recreation Centre Construction Reserve.	Carla Fox	31 Mar 2021		In Progress	Council requested not to replace and provide preventive maintenance. Council directed the pool locker replacement to be reallocated to Recreation Centre Construction Reserve This was from the gas tax and needs to come back to Council for Decision.
23 Mar 2021	MD - 2222	That Council direct Administration to advertise seeking five members of the public for the Council Remuneration Review Committee.	Carla Fox	04 May 2021		In Progress	Administration has placed advertisements. Deadline for application was originally set for April 16/21. With only one applicant as of April 8/21, Administration will be extending the deadline to April 23/21 and conducting further online advertising/promo. Two applications have been received as of April 15/21. Report will be brought to Council in July.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
13 Apr 2021	MD - 2233	That Committee direct Administration to bring back a report on stable funding options for the Community Grant Program to a Standing Committee Meeting no later than December 31, 2021.	Carla Fox	31 Dec 2021		On Hold	This item requires information derived from the report/findings associated with MD 2235.
13 Apr 2021	MD - 2234	Direct Administration to bring back a report on options to improve crosswalk safety at Gerard Redmond School and the intersection of Mountain Street, Fairfax Drive and Maligne Drive no later than December 31, 2021.	Maurice de Beudrap	31 Dec 2021		Pending	
13 Apr 2021	MD - 2235	Direct Administration to bring back a report with the safety and revenue implications of terminating the Automated Traffic Enforcement program upon the expiration of the extension with Global Traffic at the end of 2021.	Carla Fox	30 Sep 2021		On Hold	On hold until new Director of Protective Services and Director of Corporate Services or Finance Supervisor can collaborate on this item.
27 Apr 2021	MD - 2244	That the total budget for the Maxwell Lake Bridge Rehabilitation project not exceed \$251,000.	Winston Rossouw	31 Dec 2021		In Progress	MD-2244 is undertaken in conjunction with MD-2245.
27 Apr 2021	MD - 2245	That Administration incorporate the lowering of the Maxwell Lake Bridge and the modification of the balustrades in the Maxwell Lake Bridge plan due to be presented no later than July 31, 2021 to a maximum dollar value of \$90,000 and providing a total deck lowering of at least 450 mm.	Winston Rossouw	31 Jul 2021		In Progress	Design options for bridge and balustrade lowering in progress with design/build team. AEP input is underway.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
27 Apr 2021	MD - 2246	To move that any remaining funding in the Maxwell Lake Bridge Rehabilitation project be utilized to extend boardwalk connectivity from the north and / or south bridge ramps to existing boardwalk or trail sections	Winston Rossouw	31 Dec 2021		In Progress	Work undertaken in conjunction with MD-2245
27 Apr 2021	MD - 2247	That Council direct Administration to pursue an Expression of Interest (EOI) process for the Recreation Centre refurbishment and / or a standalone Recreation Centre facility completed by fall 2021 to ascertain if the proposed capital improvements subscribe and aligns with Investing in Canada Infrastructure Program (ICIP) outcomes.	Winston Rossouw	31 Oct 2021		In Progress	EOI to be submitted in fall and is dependent upon the Province of Alberta relaunching the application portal in Fall 2021.
27 Apr 2021	MD - 2248	In parallel, consider pursuing the Integrated Project Delivery (IPD) model to undertake the Recreation Centre project.	Winston Rossouw	31 Oct 2021		In Progress	EOI to be submitted in fall and is dependent upon the Province of Alberta relaunching the application portal in Fall 2021.
04 May 2021	MD - 2250	That Council proceed with the removal of the Municipal Reserve designation from approximately 157 m2 of Plan 962 0706, Block 1, Lot 40MR (137 Meier Street) as shown on the Municipal Reserve disposal Map and that Council direct Administration to convert the approximately 157 m2 of Plan 962 0706, Block 1, Lot 40MR (137 Meier Street) as shown on the Municipal Reserve disposal map to road right-of-way.	Winston Rossouw	04 May 2021		In Progress	Administration undertaking land survey and planning processes in place for registration application.

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
04 May 2021	MD - 2252	That Council direct Administration to further extend the subsidization of the aquatics promotional program rates of \$20 for non-members / \$10 for members per half hour by 50% until the end of day June 15, 2021 and recuperate lost revenues from Emergency Response Reserve funds and that Council direct Administration to increase the hours of bookings available in the Dr. Duncan Murray Recreation Centre to include Option C until the end of day June 15, 2021 and recuperate the increased direct expenses from Emergency Response Reserve Funds and that a Request for Decision be brought to the Regular Meeting of Council June 8, 2021 that contains usage and updated Emergency Response Reserve funding numbers.	Laura Howarth	08 Jun 2021		In Progress	COMPLETE: PART ONE & TWO Subsidization of the Aquatics Promotional Program was suspended with the enhanced Provincial COVID-19 restrictions in early May. The Province's 'Open for Summer' Plan allowed recreation facilities to open at Stage 2 and 3 with the level of services and programs that do not require or benefit from a promotional program; as such, the promotional program will not continue and the subsidization from the Emergency Response Reserve will not be needed. PART THREE Council received an Information Report from Community Services relating to the program usage on June 8, 2021 and a Request for Decision Report from Corporate Services relating to the Emergency Response Reserve on June 8, 2021.
04 May 2021	MD - 2255	To direct Administration to bring back a report no later than June 22, 2021 on available options to assist the non-government Town of Hinton tenants.	Dale Woloszyn	22 Jun 2021		In Progress	Report for June 15 on available options to assist the non-government Town of Hinton Tenants. Proceeding to Regular in July for decision.
11 May 2021	MD - 2262	That the Regular and Standing Committee meeting schedule be reverted back to the Bylaw 1060-6 schedule.	Carla Fox	22 Jun 2021		In Progress	Out for Legal Review

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
11 May 2021	MD - 2263	That Committee recommend that the Draft Council Procedure bylaw be amended with changes to chairing, agenda timelines and other legislative and logistical items directly impacted by the motion to revert back to the Bylaw 1060-6 schedule.	Carla Fox	22 Jun 2021		In Progress	Edits currently taking place. Out for Legal Review
11 May 2021	MD - 2264	That Committee recommend that the Draft Procedure Bylaw be amended to reflect the Mayor chairing public hearings.	Carla Fox	22 Jun 2021		In Progress	Edits currently taking place. Out for Legal Review
11 May 2021	MD - 2265	Move to raise the postponed motion.  That Committee direct Administration to bring Council Procedure Bylaw No. 1153 to a Standing Committee Meeting for final direction, after a legal review has been completed.	Carla Fox	22 Jun 2021		In Progress	Out for Legal Review.
18 May 2021	MD - 2266	That Committee direct Administration to bring a report to the Regular Council meeting of July 6, 2021, for decision regarding a revised Capital Budget 2021-2025 that reflects a Parks & Trails Major Reserve funding contribution of up to \$ 20,000 for the 2021 Spray Park Shades project.	Laura Howarth	06 Jul 2021		In Progress	IN PROGRESS: Request for Decision Report in being prepared for presentation at the July 6, 2021 Regular Council Meeting.
18 May 2021	MD - 2269	That Administration bring back a draft Short Term Rental bylaw to a Standing Committee meeting before August 31, 2021.	Winston Rossouw			Pending	

**COUNCIL ACTION PENDING**

As of June 18, 2021

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments
08 Jun 2021	MD - 2273	That Council approve the submission of an application to the Municipal Energy Manager Program in collaboration with the Town of Jasper, with financial impacts outside the currently approved 2021 budget envelope to be approved through the 2022 budget process.	Emily Olsen	30 Jun 2021		Pending	
15 Jun 2021	MD - 2275	That Committee recommend Council approve funding support to the tenant(s) seeking financial assistance and that the amounts presented be funded from the 2021 building maintenance operating budget.	Winston Rossouw	30 Jul 2021		Pending	
15 Jun 2021	MD - 2276	That the Hinton Timberwolves' Facility Rental Fee Reduction Request report be brought to the July 6, 2021 Regular Council Meeting as presented for decision.	Laura Howarth	06 Jul 2021		In Progress	IN PROGRESS: Request for Decision Report in being prepared for presentation at the July 6, 2021 Regular Council Meeting.
15 Jun 2021	MD - 2277	That Committee accept the Beaver Boardwalk Community Oversight Committee Terms of Reference – Draft #2 report for information.	Emily Olsen	15 Jun 2021		In Progress	On July 6, 2021 Agenda
15 Jun 2021	MD - 2278	That Committee direct Administration to work with the Hinton & District Chamber of Commerce and local stake holders to bring back a Hinton wide marketing program to the July 6, 2021 Regular Council Meeting that focuses on the Summer/Fall 2021 season.	Winston Rossouw	06 Jul 2021		Pending	