



**TOWN OF HINTON  
COMMITTEE OF THE WHOLE MEETING MINUTES  
November 18 & 19, 2022**

**COUNCIL PRESENT:**

Marcel Michaels, Albert Ostashek, Brian LaBerge, Trevor Haas, and Stuart Taylor

**COUNCIL ABSENT:**

Ryan Maghun, JoAnn Race

**STAFF PRESENT:**

Jordan Panasiuk, Chief Administrative Officer, Jennifer Davey-Campbell, Executive Assistant, Winston Rossouw, Director of Infrastructure and Development Services, Debbi Weber, Planning & Development Manager, Alicia Bourbeau, Director of Corporate Services, Deborah Juch, Director of Community Services, Maurice de Beaudrap, Director of Protective Services / Fire Chief, Alexa Wade, Communications Assistant, Angela Ross, Health & Safety Coordinator, Caryn Bouchard, FCSS Manager, Garry Schaffel, IT Coordinator, Heather Mark, Municipal Intern, Heather Waye, Parks, Recreation & Culture Manager, James Smith, Deputy Fire Chief, John Martineau, Public Works Operations Supervisor, Mindi Petkau, Planning Technologist, Nikiea Hope, Human Resources Manager, and Shelbey Donkin, Accounting Supervisor, Shannen Shott, Library Manager

**1. ORDER**

*The Town of Hinton respectfully acknowledges that it is located on the First People's traditional lands. We recognize this traditional territory to show respect and understanding to those who walked this land since time immemorial. Today, we uphold our ongoing responsibility to work together in the spirit of the intent of the Treaties with all the First Peoples and Nations that call this place home. The Town expresses gratitude for the opportunity to build a better community on these sacred lands for generations to come.*

## 1.1. Call to Order

Mayor Michaels called the meeting to order a 4:05 p.m. on Friday, November 18, 2022

**2. ADOPTION OF AGENDA**

## 2.1. Committee of the Whole Agenda

that Committee adopt the Agenda as presented.

**3. REPORTS FROM ADMINISTRATION**3.1. 2023 Budget Workshop  
[Nov 18-19 Committee Consensus](#)**COW-220315.01**

Motion by Councillor LaBerge to refer the discussion of Library level of service and future budget years to a future meeting of the Committee with the Library Board, to take place prior to Q2 in 2023.

Carried Unanimously

**COW-220315.02**

Motion by Councillor Haas that Committee extends the meeting past 8:00 p.m.

Carried Unanimously

Saturday, November 19, 2022 - The meeting started at 8:14 am

Councillor Ostashek left the meeting at 12:05 p.m.

**COW-220315.03**

Motion by Councillor Taylor that Administration look at options to mitigate mill rate increase.

Carried Unanimously

**4. ADJOURNMENT**

**4.1. Adjournment**

**COW-220315.04**

Motion by Councillor Taylor the 2023 Budget - Committee of the Whole Meeting adjourn at 8:30 p.m. (Friday, November 18, 2022)

Carried Unanimously

**COW-220315.05**

Motion by Councillor Taylor the 2023 Budget - Committee of the Whole Meeting adjourned at 5:32 p.m. (Saturday, November 19, 2022)

Carried Unanimously



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer

# Operating Business Cases- 2023

01 Gov. & Admin

02 Protective Serv.

**Community Services**

05 Public Health & Welfare

07 Parks Rec & Culture

**Development & Infrastructure**

03 Infrastructure & Equipment

04 Water Sewer & Garbage

06 Planning & Development

08 Buildings & M&E Vehicles

01 Gov. & Admin						
Function	Pg. #		Amount (\$)	Yes	No	Parking Lot
HR		Position Evaluation OBC	\$18,000			X
CAO	26	COLA Calculation non-Union	\$119,347			X
HR	33	Truth and Reconciliation Day	\$2,500	X		
H&S	06	Contracted Service H&S Position Coverage	\$24,000	X		
H&S	08	Software Compliance Management	\$26,250			X
H&S	10	Psych Health and Safety Support	\$18,900		X	
Comms	02	Council & Staff Communications Training	\$4,290	X		
Acct.	04	Accounting Software Purchase Order Module	\$12,506	X		
I.T.	05	WAN Antennae Backbone Upgrade	\$25,000	X		
H&S		H&S Intern	\$7,500	X		
		<b>Council Increases</b>				
		Placeholder Tax Incentive Bylaw (No. 1161-1)	\$50,000			
		Council Contingency	\$30,000		X	

02 Protective Services						
Function	Pg. #		Amount (\$)	Yes	No	Parking Lot
F.C.	18	Fire Hose Replacement	\$25,000	X		
F.C.	22	Equipment and Ladder Replacement	\$6,000	X		
F.C.	24	Thermal Imaging Camera	\$4,000	X		
F.C.	20	Police Study	\$60,000		X	

# Community Services

05 Public Health & Welfare						
Function	Pg.#		Amount (\$)	Yes	No	Parking Lot
FCSS	58	Freedom Express	\$13,293	X		

07 Parks, Recreation, & Culture						
Function	Pg.#		Amount (\$)	Yes	No	Parking Lot
P.R.C	51	Canada Day	\$7,200	X		
P.R.C.	53	Museum Condition & Value Assessment	\$7,000		X	
P.R.C	55	Trail Connectivity Phase I	\$55,000 (net)	X		

# Development & Infrastructure

03 Infrastructure & Equipment						
Function	Pg.#		Amount (\$)	Yes	No	Parking Lot
	40	New Position Director Project (Salary & Benefits)	\$203,200			X

04 Water Sewer & Garbage						
Function	Pg.#		Amount (\$)	Yes	No	Parking Lot
	43	OBC Case Study Prepared on Inflation (84,991)				
	45	Take It or Leave It Facility	\$12,500	X		

06 Planning & Development						
Function	Pg.#		Amount (\$)	Yes	No	Parking Lot
	47	Municipal Energy Manager (Shared with Jasper)	\$16,848	X		
	37	Aerial Photo Purchase	\$40,000	X		

# Capital Project Plans- 2023

## CPP's 2023

Status	Project Name	Amount (\$) 2023	Yes	No	Parking Lot
New/CF	Gregg Ave Waterline Smitty's to Holiday Inn (C/F \$110,000)	\$1,635,000	X		
New/CF	Hardisty to Tamarack Water Sanitary UPGR. (C/F \$350k)	\$350,000	X		
New	Hardisty Avenue Water & Sanitary	\$1,600,000	X		
New	High Lift Pump VFD	\$70,000	X		
New	Hillcrest Pumphouse Upgrades	\$35,000	X		
New	Membrane Module Replacement	\$389,740	X		
New	Spare On-line Chlorine Instrument (replace)	\$20,000	X		
New	Recirculation System Valves	\$48,800	X		
New	Water Distribution Rehab / Replace	\$75,000	X		
New	Valley District Parking Lot	\$95,000	X		
New	Snowblower Replacement	\$196,000	X		
New	Sherwood Slope Failure	\$180,000	X		
New	Asphalt Resurfacing - Switzer	\$330,804	X		
New	Wayandi Avenue Guardrail	\$45,000			X
New	Boiler & Hotwater Tank Gov Centre	\$165,000	X		
New	RCMP Storm Water Management	\$250,000			X
New	Beaver Boardwalk Rehabilitation (grant dependent)	\$2,400,000	X		
New	Advanced Aquatic Equipment	\$15,053	X		
New	Aquazip	\$28,923		X	
New	Aquatic Lift	\$12,402	X		
New	Pool Slide \$44,650; \$66,813; \$90,000	\$66,813	X		
New	Finishing Mower Deck Attachment	\$26,000	X		
New	Infield Groomer	\$7,600	X		
New	Pool Witbit	\$21,030	X		
New	Pickle Ball Sound Barrier	\$25,000		X	
New	Valley Tri Sport Court	\$97,000	X		
New	Green Square Historical Sign Replacement (design standards)	\$10,000		X	
New	Highway Corridor Metal Silhouettes	\$30,000	X		
New	Retaining Wall	\$35,000	X		
New	AFRRR Radios	\$41,000	X		
New	Beautification Highway 16	\$40,000	X		
New	Arena Speaker System	\$8,000	X		
New	Robotic Lawn Care System	\$8,000	X		
New	Robb Road Paving			X	
New	Magic Carpet Lift		X		