



AGENDA

COMMITTEE OF THE WHOLE MEETING

4:00 PM - March 14, 2023

Committee Room, Hinton Government Centre

Page

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

2. ADOPTION OF AGENDA

2.1 Committee of the Whole Agenda

3. CITIZENS "MINUTE WITH COUNCIL"

4. DELEGATIONS AND PRESENTATIONS

5. REPORTS FROM ADMINISTRATION

3 - 5 5.1 Erith Park Lands & All Wheel Park - Update

6 - 14 5.2 Draft One-off Financial Requests Policy XXX

6. REPORTING

6.1 Council Reports

- Boards and Committees of Council

6.2 Chief Administrative Officer

- Reporting
- Status Report

7. CLOSED SESSION

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at a closed meeting except a resolution to revert to the open council meeting in public or to recess.

7.1 Mutual Performance Discussion - Closed per s.17(1) of FOIP

COMMITTEE OF THE WHOLE MEETING

Agenda

March 14, 2023

8. **ADJOURNMENT**

8.1 Adjournment



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Committee of the Whole Meeting, of March 14, 2023

PRESENTED BY: Jordan Panasiuk, Chief Administrative Officer

RE: **ERITH PARK LANDS & ALL WHEEL PARK - UPDATE**

Recommended Action

That Committee accepts the update on the Hinton All Wheel Park Association proposal for Erith Park and directs Administration to seek public input on a future redesign of Erith Park.

Background

At the March 2, 2021, Regular meeting of Council, Council received a presentation from the Hinton Wheeled Park Association (HWPAA) who requested that Council reserve the lands at Erith Park for the development of an 'All Wheel Park'. The project was to be funded via grants, sponsorship, and donations via the HWPAA in partnership with New Line Skateparks. In support of the project in principle, Council passed MD-2202:

"That Council secure the land at Erith Park for the purposes of advancing the All Wheel Park Project Proposal whereas the securement of the All Wheel Park project expires after 48 Months if the project has not been advanced."

While the 48-month time frame has not fully passed, on February 24, 2023, Administration received written communication from the HWPAA President that the Society has dissolved due to conflicting priorities. At the same time, with Erith Park scheduled to be revamped in 2024 and 2025, Administration hopes to carry the spirit of the All Wheel Park into this work and emphasize accessibility, public art, gathering spaces, and alternative recreation through explorative play.

Analysis

This report is before Committee to provide the update on the HWPAA and its proposal for Erith Park, but also to seek direction to conduct public engagement on Erith Park redesign and Council's and the public's level of interest to incorporate the principles of the All Wheel Park in the scheduled redesign. The Town's [Public Participation Policy AD-1209](#) directs that design of park space meets the threshold for public participation, which is to be "sought prior to decisions related to municipal ... projects, and other initiatives in which public perspective is deemed necessary for consideration in the decision-making process by Council or Administration."

The service level at Erith Park has deteriorated over time. The park is underutilized in summer months due to outdated park amenities, and winter level of service (outdoor rink) is increasingly problematic due to the increased average winter temperatures and the rink being in direct sunlight. For Administration to propose a feasible, appropriately scoped capital project to revamp Erith Park in the 2024 budget deliberations, community input and feedback is essential. Through such engagement, Administration can determine the desired:

Written by: Heather Waye, Parks, Recreation & Culture Manager

Erith Park Lands & All Wheel Park - Update

1. Proposed Park Type (Erith Park is currently listed as Neighborhood Park but is suitable to transition into a Community Park. Park types dictate usage and the amenities provided.)
2. Desired Amenities
3. Beautification
4. Park Usage
5. Accessibility
6. Parking
7. Lighting
8. Washroom Facilities
9. Interpretive Signage
10. Trail Connectivity
11. Capital and Operating Cost Impacts

As part of the process, Administration would also engage directly with proximal stakeholders such as a daycare, Mountainview School, and Erith Park area residents.



Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	Less than \$2000
Capital Cost	N/A for engagement
Budget Available	Approximately \$6,000 in the Parks, Recreation and Culture Service Branch for communications, advertising, and contracted services.
Source of Funds	Operating Budget
Unbudgeted Costs	None.

Level of Service Implications

Redesign of the park space will restore the level of service, decrease operating costs, and reinvigorate neighbourhood, public, and tourist interest in the park space.

Communications/Public Engagement Implications

Administration will work with Communications to design the public engagement to complete prior to the end of the third quarter 2023. At the same time, it can be determined if any community groups, sponsors, or grant programs have an interest in supporting the future project.

Risk/Liability Implications

Lack of public engagement on redesign of Erith Park may result in the construction of a facility that does not meet the needs of the community and stakeholders.

Legislative Implications		
Conforms with:	Yes/No/Partial/NA	Comments
Council's Strategic Plan	Yes	"The community's outdoor experience and trail system connectivity is maintained and maximized". "The Town clearly communicates and shares information with stakeholders through a variety of communication mediums".
Municipal Policies or Bylaws	Yes	<i>Public Participation Policy AD-1209</i>
Provincial Laws or MGA	Yes	<i>Municipal Government Act Section 216.1</i>
Other plans or policies	Yes	<i>Parks, Open Spaces & Trails Master Plan</i>

Options / Alternatives

1. That Committee accepts the update on the Hinton All Wheel Park Association proposal for Erith Park and directs Administration to seek public input on a future redesign of Erith Park.
2. That Committee accepts the update on the Hinton All Wheel Park Association and the Wheeled Park proposal for Erith Park as information.

Attachment(s)

None.



TOWN OF HINTON

Administrative Report

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

DATE: Committee of the Whole Meeting of March 14, 2023

PRESENTED BY: Jordan Panasiuk, Chief Administrative Officer

RE: **DRAFT ONE-OFF FINANCIAL REQUESTS POLICY XXX**

Recommended Action

Administration recommends that Committee of the Whole directs Administration to return the attached draft One-Off Financial Requests Policy to a future Council meeting as presented.

Background

On January 10 and on February 28, 2023, Committee of the Whole meeting, the Committee reviewed a draft policy to manage unanticipated one-off financial requests of Council that periodically arise over the course of a fiscal year. On February 28, Committee reached an additional five points of consensus to amend the draft policy:

1. 230228.04....add a clause to the One-off Financial Request Policy defining that funding is to be provided from the council contingency fund.
2. 230228.06....add a clause that Council may take into consideration whether the request could have reasonably been known and submitted at Community Grant intake and/or through a Civic Agency request and whether the request can be postponed until the next Community Grant intake.
3. 230228.09....s. 7.2.2. i. to reflect no more than 1/3 of the budgeted total amount for each year of Council's Contingency Fund.
4. 230228.10....to amend 7.2.2, i., to include "inclusive of in-kind value."
5. 230228.11....to amend 4.2.1. to be \$750.00 in value.

Analysis

This report is before Committee to present further amendments from the February 28th meeting, which are highlighted in the attached draft policy with redline through the prior provision and the new provision in blue coloured text. This report is also reiterating several highlights of the Policy as a whole.

1. Two forms are proposed: *A Request Submission Form* and an *Information Report on Use of Funds*. These forms are yet to be developed.
 - a. The *Request Submission Form* is to be attached to Council agendas with Administration's related RFD. The deadline for submitting the form is in the Mandatory Criteria--seven days prior to the Council meeting, in accordance with the Procedural Bylaw. Where the ask is complex and/or time permits, a matter can be brought to a Committee meeting the prior week. Administration will use the three days between the Request deadline (end of business day on

Written by: Deborah Juch, Director of Community Services

Draft One-off Financial Requests Policy XXX

the Monday) to assess the Request and prepare the RFD before the Council meeting agenda is published the following Friday. RFDs will include:

- Considerations and other pertinent information about the Initiative, the Request, and the Group.
- Estimated cost to the Town (monetary and non-monetary).
- Available budget, if any, or budget planning options including year and source of funds.
- A recommended decision and two alternative options.

b. The *Information Report on Use of Funds* will be a form completed by Groups who have received support, to be attached to a Council agenda as a simple information item. The after-report is a Mandatory Criteria item. After-reports will not be complex because often, Council members who participate also report on the event and in the past, simple thank-you's have been acceptable.

2. Financial Statements are not Mandatory. The Request Submission Form will ask for the budget of the Initiative and source of funding, but the Group's YTD or prior-year financial statements are currently included only as other pertinent information.

Implications of Decision

Financial – N/A

Level of Service

Establishing articulated criteria for One-Off Financial Requests of Council is an increase in service level. The engagement between Council and Groups with support needs will be more clearly managed and, when published, the Policy will better communicate opportunity and limits for support of emergent needs and initiatives.

Public Engagement

Council's development of criteria within a series of public meetings surpasses the "Inform" level of public engagement as established by IAP2, by alerting ratepayers to use established feedback channels or otherwise provide input as preferred.

Communications

When Council finalizes their policy, the document will be published in the appropriate location on the Town of Hinton website for reading and download of the forms. It may help at some point to collect the existing opportunities for Town support of groups in one location, to promote groups to be more successful.

Risk/Liability

The risk of negative results from approving One-Off Financial Requests of Council is reduced when Council agrees on the criteria for approval in advance.

Legislative		
Recommended Action Conforms with:	Yes/No/Partial/NA	Comments
Council's Strategic Plan	Yes	Strategic Priority: Organizational Effectiveness – staff and Council have a clear understanding of their roles and objectives - Council and staff acknowledge the importance of...a cohesive working relationship


Municipal Policies or Bylaws	Yes	-Council Procedure Bylaw No. 1153 -Hinton Grant Funding Advisory Bylaw No. 1085 -Civic Partnership Policy #1107 -Coordinated Support for Major Non-Profit Initiatives Policy #085
Provincial Laws or MGA	Yes	
Other plans or policies	N/A	

Options / Alternatives

1. That Committee of the Whole directs Administration to return the attached draft One-Off Financial Requests Policy **to a future Council meeting as presented.**
2. That Committee of the Whole directs Administration to return the attached draft One-Off Financial Requests Policy **to a future Council meeting as amended.**
3. That Committee of the Whole directs Administration to return the draft One-Off Financial Requests Policy **to a future Committee meeting as amended**, for further discussion.
4. That Committee of the Whole **accepts this report and the draft One-Off Financial Requests Policy as information.**

Attachment(s)

1. Draft One-Off Financial Requests Policy XXX

	One-Off Financial Requests Policy
	Council Approved
	Community Services (CS) #__
	Approved: Month ##, 2023
	Last Revised: Month ##, 20##
Next Review Date: Month ##, 20##	

1. POLICY STATEMENT

- 1.1 The Town of Hinton recognizes the crucial role the municipality has in responsibly and effectively supporting one-time and emergent Initiatives in Hinton and area that positively develop the community and the economy.

2. PURPOSE

- 2.1 This Policy outlines the parameters of decision making in response to One-Off Financial Requests of Council and establishes criteria to assess the merits of Initiatives and rationales for effectively contributing municipal resources to them.

3. SCOPE

- 3.1 This Policy applies to small, one-time financial requests from Hinton and area Groups and organizers for monetary and in-kind contributions from the Town of Hinton at any time in a fiscal year but does not apply to intergovernmental or private-public partnership proposals.
- 3.2 Funding for One-Off Financial Requests of Council is provided from the Council Contingency Fund.

4. RESPONSIBILITIES

- 4.1 Council is responsible for:
- 4.1.1 Approving this Policy and any subsequent amendments.
 - 4.1.2 Reviewing One-Off Financial Requests and the related report to weigh costs of support with the benefits of the Initiative, so the appropriate amount of monetary or In-Kind Contribution, if any, can be determined.
 - 4.1.3 Allocating amounts in the operating and capital budgets from which municipal contributions can be made.
 - 4.1.4 Consideration whether the Request could have reasonably been known and submitted at Community Grant intake and/or through a

[Civic Agency request, and whether the Request can be postponed until the next Community Grant intake.](#)

4.1.5 Redirecting One-Off Financial Requests to alternate Town funding and support streams such as Civic Partnership, Community Grants, Coordinated Support for Major Non-Profit Initiatives, or to the annual operating and capital budget deliberation process as applicable.

4.2 The Chief Administrative Officer is responsible for:

4.2.1 Approving in-kind contributions of up to ~~\$500~~ \$750 in value per Initiative in response to Requests.

4.3 Administration is responsible for:

4.3.1 Processing Request Submission Forms in accordance with this Policy.

4.3.2 Researching Groups and Initiatives to prepare Request for Decision reports related to the Requests.

4.3.3 Processing payment of Donations and Sponsorships and delivering In-Kind Contributions.

4.3.4 Liaising with the primary contact person for the Group.

4.3.5 Tracking monetary contributions and the value of In-Kind Contributions through the fiscal year and reporting in the budget deliberation process.

4.3.6 Recommending revisions to this Policy as required.

5. RELATED MATTERS & REFERENCES

5.1 *Council Procedure Bylaw No. 1153*

5.2 *Hinton Grant Funding Advisory Bylaw No. 1085*

5.3 *Civic Partnership Policy #1107*

5.4 *Coordinated Support for Major Non-Profit Initiatives Policy #085*

6. DEFINITIONS

6.1 Donation – a monetary gift paid toward the cost of an Initiative without expectation of any Fulfillment.

6.2 Fulfillment – benefits in return for payment of a monetary contribution to an Initiative which may include but are not limited to publication of the contributor's logo, printed and verbal acknowledgements of the contributor and the contribution, event tickets and invitations, public relations

opportunities for dignitaries, meals and refreshments included in the foregoing, and Initiative-related nominal gifts.

- 6.3 Group – means a single or group of organizers whether acting ad-hoc or as an incorporated society and excludes for-profit commercial and industrial businesses, other governments, and government agencies.
- 6.4 Initiatives – includes community, environmental, social, cultural, educational, and sporting events, projects, activities, programs, conferences, start-ups, and so on.
- 6.5 In-kind Contributions – non-cash contributions of equipment, labour, communications or administrative support, technical advice, field supervision, project management, free or reduced-rent use of Town facilities and services, passes, and Town promotional items, etc. with costs incurred through foregone revenue, increased expenses, or absorbed operational capacity.
- 6.6 One-Off Financial Requests and Requests – are asks from Hinton and area Groups for monetary and non-monetary support typically in the form of a Donation, a Sponsorship, or one or more In-Kind Contributions.
- 6.7 Self-support – means a Group's contributions to its own Initiative which may include volunteer hours; grants, funding, in-kind support from other agencies and governments; donations; and own funds from fundraising, ticket and other sale revenue, memberships, etc.
- 6.8 Sponsorship – a monetary payment toward the cost of an Initiative in exchange for preset Fulfillment package.

7. APPENDICES, PROCEDURES, & FORMS

- 7.1 Forms attached to this Policy include:
 - 7.1.1 Appendix A – Request Submission Form (to be developed)
 - 7.1.2 Appendix B – Information Report on Use of Funds (to be developed)
 - 7.1.3 Appendix C – Process Map
- 7.2 Request Processing Procedures
 - 7.2.1 The Group completes a Request Submission Form to log basic details about the Request:
 - i. Contact person and details
 - ii. Whether a presentation is needed
 - iii. Name and description of the Initiative, date, and budget
 - iv. Request amount and type:
 - a) Donation

- b) Sponsorship
- c) In-Kind (with details)
- v. Fulfillment offered or community benefits

7.2.2 For requests to be considered by Council, the following Mandatory Criteria must be met:

- ~~i. The Request is for \$2,000 or less [should this be just the monetary contribution portion or inclusive of in-kind value?]~~
The Request is for no more than 1/3 of the budgeted total amount of the current year's Council Contingency Fund, inclusive of In-Kind value.
- ii. The Request was received by the CAO no later than seven (7) complete days prior to the meeting date on which the Group wishes Council to consider the matter.
- iii. The Group's Initiative will take place in Hinton and area and offer a benefit to members of the community, or the community or economy.
- iv. The Town has not already made a monetary contribution to the Initiative.
- v. The Request is not for routine operating expenses of an agency.
- vi. The Group commits to filing an Information Report on Use of Funds to Council.

7.2.3 In deciding to provide support, Council may take the following into consideration:

- i. The Initiative is open to the public or if entry is limited by registration or ticketing.
- ii. The Initiative is free or if attendees must pay only a low entry fee or nominal donation.
- iii. The Group demonstrates a degree of self-support.
- iv. The Group is not in contravention with any regulatory body having jurisdiction.
- v. The Initiative aligns with or supports Council's Strategic Plan or municipal operations or projects.
- vi. The Initiative is demonstrably feasible, sustainable, etc.
- vii. Promotion and advertisement of the Initiative will acknowledge Town of Hinton's contribution(s).
- viii. The Group's
 - a) YTD or prior-year Financial Statements
 - b) Track record such as success with initiatives, current or past Town partnerships, grant history, etc.

- c) Published mandate, current and past principals, social media presence, and associations with other organizations.
- ix. Philanthropic aims of the Initiative, e.g., enhances multiculturalism, serves vulnerable citizens, increases social services, mitigates environmental concerns, etc.
- x. Potential conflict or negative impacts of the Initiative on other Groups or Initiatives.

8. REVISION CONTROL

8.1 This Policy will be reviewed every five years to ensure currency, efficacy, and applicability.

8.2 Upon Council approval of this Policy, all former versions are hereby rescinded.

Date	Revision

APPENDIX C: PROCESS MAP