



AGENDA

REGULAR COUNCIL Meeting

4:00 PM - June 3, 2025

Council Chambers, 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. Regular Council Agenda

3.

COUNCIL MINUTES FOR ADOPTION

3 - 9

3.1. Regular Council Meeting of May 20, 2025 and the Committee of the Whole Meeting of May 27, 2025.

4.

CITIZENS "MINUTE WITH COUNCIL"

Minute with Council provides an opportunity where residents can address Council regarding issues, events, celebrations, or concerns. To ensure a constructive and welcoming environment, please adhere to the following guidelines:

- Keep your remarks concise, limited to one minute.
- Address the Chair of the meeting when speaking to Council.
- Avoid asking questions, as this is not a Q&A session.
- Maintain a respectful tone and language.

5.

DELEGATIONS AND PRESENTATIONS

10 - 12

5.1. Hinton Healthcare Foundation Update

6.

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.

6.1. Hinton Healthcare Foundation Update - Closed per s. 16 & 17 of FOIP

7.

ACTION ITEMS

13 - 38

7.1. Amend Bylaw No.1169-2 Hinton Youth Advisory Council Terms of Reference

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7.2. River Valley Agriculture Society Fence Request

REGULAR COUNCIL MEETING

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68 - 71	7.6. Land Use Bylaw Amendment No. 1088-21
72 - 75	7.7. Land Use Bylaw Amendment No. 1088-22
76 - 79	7.8. Land Use Bylaw Amendment No. 1088-23
80 - 83	7.9. Land Use Bylaw Amendment No. 1088-24
84 - 88	7.10. Land Use Bylaw Amendment No. 1088-25

8. INFORMATION ITEMS

89 - 127	8.1. Golf Clubhouse HVAC Replacement
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9. CORRESPONDENCE

128	9.1. Letter from Trans Mountain
129	9.2. Community Futures West Yellowhead - Annual Report
	9.3. ABMunis Property Tax Information

10. NOTICES OF MOTION**11. REPORTING**

11.1.	Council Reports
	• Boards and Committees of Council
11.2.	Chief Administrative Officer
	• Reporting and Status Report

12. ADJOURNMENT

12.1.	Call for Adjournment of Meeting
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TOWN OF HINTON
REGULAR COUNCIL MEETING MINUTES
Tuesday, May 20, 2025

COUNCIL PRESENT:

Nicholas Nissen, Albert Ostashek, Ryan Maguhn, Trevor Haas, JoAnn Race, and Kristen Chambers

COUNCIL ABSENT:

None

STAFF PRESENT:

Jordan Panasiuk, Chief Administrative Officer, Jennifer Davey-Campbell, Executive Assistant, Winston Rossouw, Director of Strategic Projects, Debbi Weber, Strategic Projects Facilitator, Alicia Bourbeau, Director of Corporate Services, Trent McLaughlin, Director of Infrastructure and Development Services, Tania Millen, Communications Coordinator, and Nikiea Hope, Acting Interim Director of Community and Protective Services.

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 Nissen called the meeting to order at 4:00 p.m.

2. ADOPTION OF AGENDA

2.1. Regular Council Agenda

RC-250520.01

that Council adopt the Agenda as presented

3. COUNCIL MINUTES FOR ADOPTION

3.1. Regular Council Meeting - May 6, 2025

Special Council Meeting - May 13, 2025

Committee of the Whole Meeting - May 13, 2025

RC-250520.02

Motion by Councillor Chambers that Council adopt the meeting minutes from the Regular Council Meeting - May 6, 2025, Special Council Meeting - May 13, 2025, and the Committee of the Whole Meeting - May 13, 2025

Carried unanimously

4. CITIZENS "MINUTE WITH COUNCIL"

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- Maintain a respectful tone and language.

5. PRESENTATIONS

5.1. Hinton Youth Advisory Council Presentation (10 min)

Councillor Heeral and Councillor Anica from the Hinton Youth Advisory Council presented their annual report to the Council, highlighting their accomplishments and lessons learned over the past year. They emphasized their active participation in volunteer work, guest speakers, and pride in creating and distributing HYAC Wellness Kits for the community.

6. ACTION ITEMS

6.1. Appointment of Plebiscite Returning Officer

RC-250520.03

Motion by Councillor Maguhn that Council appoints Sharlynn McDougall as the Returning Officer for the Plebiscite in conjunction with the 2025 Town of Hinton General Municipal Election.

Carried unanimously

6.2. Appointment of Plebiscite Substitute Returning Officers

RC-250520.04

Motion by Councillor Ostashek that Council appoints Alicia Bourbeau and Fuchsia Dragon as the Substitute Returning Officers for the Plebiscite in conjunction with the 2025 Town of Hinton General Municipal Election.

Carried unanimously

6.3. Borrowing Bylaw No. 2020

RC-250520.05

Motion by Councillor Race that Council gives second reading to Borrowing Bylaw No. 2020.

Carried 5-1

(In Favour: Mayor Nissen, Councillor Ostashek, Councillor Haas, Councillor Race, and Councillor Chambers).

(Opposed: Councillor Maguhn).

RC-250520.06

Motion by Councillor Chambers that Council gives third reading to Borrowing Bylaw No. 2020.

Carried 5-1

(In Favour: Mayor Nissen, Councillor Ostashek, Councillor Haas, Councillor Race, and Councillor Chambers).

(Opposed: Councillor Maguhn).

6.4. Regional Tuition Assistance Program

REGULAR COUNCIL
May 20, 2025

RC-250520.07

Motion by Councillor Maguhn that Council direct Administration to enter into a Memorandum of Understanding with the Town of Drayton Valley for the administration and delivery of the Regional Tuition Assistance Bursary program, as discussed.

Carried unanimously

6.5. One-Off Financial Request, Hinton Minor Hockey Association

RC-250520.08

Motion by Councillor Race that Council approves the In-Kind donation of \$2,299.50 for ice time, and meeting room space, plus parking lot space to support the Hinton Minor Hockey Association in combination with the Western Hockey League to host two pre-season hockey games September 5-7, 2025.

Carried unanimously

6.6. Resignation of Councillor Stuart Taylor

CAO Jordan Panasiuk announced the resignation of Councillor Stuart Taylor as of Friday, May 16, 2025.

7. INFORMATION ITEMS

7.1. Proclamation - Seniors Week 2025
Mayor Nissen read the Seniors Week 2025 Proclamation.

7.2. Proclamation - Menstrual Health Day
Mayor Nissen read the Menstrual Health Day Proclamation.

8. CORRESPONDENCE

8.1. Letter from Minister McIver
8.2. Community Futures AGM Notice
8.3. Letter re: Proposed Tower Install

RC-250520.09

Motion by Councillor Haas that Council accept the correspondence for information.

Carried unanimously

9. NOTICES OF MOTION

10. REPORTING

10.1. Council Reports

- Boards and Committees of Council
 - Council reported on meetings and events they attended.

10.2. Chief Administrative Officer

- Reporting and Status Report

11. ADJOURNMENT

11.1. Call for Adjournment of Meeting

RC-250520.10

Motion by Councillor Haas that Council adjourn the meeting at 4:44 p.m.

Carried unanimously

Mayor

Chief Administrative Officer



TOWN OF HINTON
COMMITTEE OF THE WHOLE MEETING MINUTES
Tuesday, May 27, 2025

COUNCIL PRESENT:

Albert Ostashek, Kristen Chambers (via Zoom), Nicholas Nissen, Trevor Haas, and Ryan Maguhn

COUNCIL ABSENT:

JoAnn Race

STAFF PRESENT:

Jordan Panasiuk, Chief Administrative Officer, Jennifer Davey-Campbell, Executive Assistant, Alicia Bourbeau, Director of Corporate Services, Trent McLaughlin, Director of Infrastructure and Development Services, Nikiea Hope, Human Resources Manager, and Caryn Bouchard, FCSS Manager Anna Leismeister, Municipal Intern

1. ORDER

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1.1. Call to Order

Deputy Mayor Haas called the meeting to order at 4:04 p.m.

2. ADOPTION OF AGENDA

2.1. Committee of the Whole Agenda

COW-250527.01

Motion by Councillor Ostashek that Committee move 5.3 to 5.1 on the Agenda.

Carried unanimously

COW-250527.02

Motion by Mayor Nissen that Committee adopt the agenda as amended.

Carried unanimously

3. CITIZENS "MINUTE WITH COUNCIL"

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- Maintain a respectful tone and language.

3.1. N/A

4. DELEGATIONS AND PRESENTATIONS

4.1. CUTRIC Presentation - Final Report

Dr. Josipa Petrunic, Ryan Welfle & Bernard Ross presented the CUTRIC Study Summary to Council, offering an analysis of transit services. The study emphasized efficiency, accessibility, and sustainability, proposing improvements to enhance daily commuting and environmental impact.

5. REPORTS FROM ADMINISTRATION

5.1. Unfreezing One RCMP Position & Vacancy Fill

COW-250527.03

Motion by Councillor Maguhn that Committee direct Administration to bring the matter of unfreezing one RCMP position to the Regular Meeting of June 3, 2025, for decision.

Carried unanimously

5.2. Amend Bylaw No.1169-2 Hinton Youth Advisory Council Terms of Reference

COW-250527.04

Motion by Councillor Ostashek that Committee refers the amending of the Terms of Reference in Bylaw No.1169-2 Hinton Youth Advisory Council to a future Regular Meeting of Council as presented.

Carried unanimously

Councillor Chambers left the meeting at 5:07 p.m.

5.3. River Valley Agriculture Society Fence Request

COW-250527.05

Motion by Mayor Nissen that Committee direct Administration to bring the River Valley Agricultural Society's request to build a fence to the Regular Meeting of June 3, 2025, for decision.

Carried unanimously

5.4. Erith Park Integrated Redevelopment

COW-250527.06

Motion by Councillor Maguhn that Committee refer the Erith Park Integrated Redevelopment item to the next Regular Council Meeting of June 3, 2025.

Carried unanimously

6. INFORMATION ITEMS

6.1. Public Information Plan for Recreation Centre Vote

COW-250527.07

Motion by Mayor Nissen that Committee accepts the "Public Information Plan for Recreation Centre Vote" report for information.

Carried unanimously

7. REPORTING

7.1. Council Reports

- Boards and Committees of Council
 - Council reported on meetings and events they attended.

7.2. Chief Administrative Officer

- Reporting and Status Report
- Council Action Pending List
- Council Action Complete List

8. CORRESPONDENCE

- 8.1. Q4 2024/25 Community Policing Report - Hinton
- 8.2. Upcoming engagement on Alberta's police funding model
- 8.3. Email from Primary Care Alberta

COW-250527.08

Motion by Mayor Nissen that the Committee accept the Correspondence for information.
Carried unanimously

9. ADJOURNMENT

- 9.1. Adjournment

COW-250527.09

Motion by Councillor Ostashek that Committee adjourn the meeting at 5:30 p.m.
Carried unanimously

Mayor

Chief Administrative Officer



Report to Council - June 3, 2025

The Hinton Healthcare Foundation is grateful to the Town of Hinton for the funding received to sustain the operations of the Hinton Medical Clinic. This support has been instrumental in keeping the doors open and ensuring the availability of primary healthcare services for the community.

Progress Update #2

The Hinton Healthcare Foundation is pleased to report the following to Council with regards to the funding received from the Town of Hinton for the Hinton Medical Clinic since July 2024. Unfortunately, four physicians have left, with one retiring, one returning to school, and two moving out of the province. Despite the shortages, the Medical clinic's operations are going well and maintaining steady operations.

In the background, we are diligently working with AHS Recruiters, touring physicians in the community and highlighting what a great place Hinton is to live and work. Working alongside our Attraction and Retention Committee of Hinton (ARCH), the team facilitates tours, visiting schools, local attractions, sports clubs, and any other interests the physicians have identified with the recruiter. Each tour is tailored to the visiting physician and their families.

ARCH - Recruitment Outreach:

Rural & Remote Conference - April 2025

Two of our dedicated members attended the Rural & Remote Conference in Winnipeg for three days, proudly showcasing Hinton and its surrounding areas. They highlighted the unique advantages of living near Jasper National Park, emphasizing the quality of life, safety, and the vibrant outdoor recreation and culture our region offers.

Rural Alberta, including Hinton, is more affordable compared to larger cities, making it an attractive option for those looking to relocate. We received positive feedback, and we look forward to welcoming new members to our beautiful town.

Accommodation and Incentives - Secured one rental property to support visiting locums and facilitate a smooth transition for temporary and permanent physicians. A second property may be secured soon, as family-friendly accommodations are vital to ensure a seamless integration into the community.

Hinton Medical Clinic Report

Walk-In Clinic - On average, around 10 patients are turned away per walk-in session. Occasional walk-in days are cancelled. The clinic has closed early on Fridays when doctors are unavailable in the afternoons.

Staffing - With low patient turnover in the afternoons, receptionists have volunteered to leave early. If a receptionist is alone in the clinic, the door is locked, and they remain at the front desk to answer phones. A sign is placed on the door instructing visitors to call if they need assistance.

Summer Training Focus - Ongoing training for staff for ongoing education.

The flexibility and dedication of the staff during these adjustments are appreciated, and the commitment to maintaining a high level of service for the community remains strong.

Staff and Physician Recognition

As always, we love to show appreciation for the excellent medical team working in Hinton - we appreciate our healthcare team and the care they continually provide to the area. They do not go unnoticed. Recently celebrated Rural Health Week in the Community last week.

New Physician to Join Hinton Medical Team This Fall

The Hinton Healthcare Foundation is pleased to announce the successful recruitment of a new physician who will begin practicing in the community, with a potential fall start. This new addition will support both family medicine and emergency care at the local hospital.

This important milestone is the result of ongoing efforts by the Attraction and Retention Committee of Hinton (ARCH) and local medical staff, in collaboration with the Hinton Healthcare Foundation (HHF)—a volunteer-run organization dedicated to improving access to quality healthcare services in Hinton.

To better support healthcare delivery, HHF has taken on the coordination and management of the Hinton Medical Clinic and established the ARCH sub-committee to focus specifically on attracting and retaining healthcare professionals.

ARCH has completed two strategic planning processes and continues to advance actions that position Hinton as a connected and supportive place to practice medicine. These include hosting medical students, residents, and visiting physicians for guided community tours, offering relocation insights, and providing key supports such as housing and incentives.

With this momentum, ARCH and HHF remain committed to strengthening healthcare in Hinton through sustained strategic efforts and community engagement.

Next steps

Will be facilitating the transition that will occur over the next year with the Hinton Medical Clinic, and we will return in December with an update to Council.

Thank you for your assistance in this partnership and for the continued support of the community.

HINTON MEDICAL CLINIC

Statement of income and expenses and cash flow

April 30, 2025

	Credit Union	RBC	TOTAL
OVERHEADS COLLECTED FROM DOCTORS			
Locum income	\$ 465.75	\$ 160.58	\$ 626.33
Overheads from doctors - based on 3 month reconciliation	0.00	10,817.76	10,817.76
Overheads from doctors	0.00	32,000.00	32,000.00
TOTAL REVENUE	\$ 465.75	\$ 32,160.58	\$ 43,444.09
EXPENSES:			
Payroll	\$ 470.27	\$ 35,603.95	36,074.22
Rent	0.00	7,000.00	7,000.00
Janitorial, building maintenance	0.00	4,334.21	4,334.21
Computer software, supplies	0.00	4,677.05	4,677.05
Office and medical supplies	0.00	5,887.78	5,887.78
Legal fees	0.00	0.00	0.00
Bookkeeping, accounting	0.00	3,260.25	3,260.25
Utilities, telephone	599.79	1,930.80	2,530.59
Bank charges	171.67	15.25	186.92
TOTAL EXPENSES	\$ 1,241.73	\$ 62,709.29	\$ 63,951.02
SHORTFALL COVERED BY FOUNDATION	\$ 1,707.48	\$ 30,548.71	\$ 20,506.93

RECONCILIATION OF RBC FUNDS

Funds advanced to the clinic - July 30, 2024	250,000.00
Less funding for the month of July 2024	-20,797.50
Less funding for the month of August 2024	-11,328.44
Less funding for the month of September 2024 (adjusted to pick up overheads from Brad Martin)	-14,647.38
Less funding for the month of October 2024	-17,724.85
Less funding for the month of November 2024	-24,817.48
Less funding for the month of December 2024	-11,293.24
Less funding for the month of January 2025	-29,824.71
Less funding for the month of February 2025	-22,620.55
Less funding for the month of March 2025	-41,187.76
Less funding for the month of April 2025	-20,506.93
Total funding to April 30, 2025	<u>-214,748.84</u>

EXPECTED BANK BALANCE, APRIL 30, 2025

\$ 35,251.16

BANK RECONCILIATION, APRIL 30, 2025

Balance in bank, April 30, 2025	27,045.40
Add - outstanding deposit	10,583.74
Less - outstanding payments	-5,157.70
Add net amount owed to Credit Union as of April 30, 2025	-167.52
Add amounts due from doctors for three month rec to December 31/24	10,978.34
Less accounts payable	-8,031.10

ACTUAL BANK BALANCE ON APRIL 30, 2025

\$ 35,251.16



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Regular Council Meeting of June 3, 2025
PRESENTED BY: Nikiea Hope, Interim Director of Community and Protective Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **AMEND BYLAW 1169-2 HINTON YOUTH ADVISORY COUNCIL TERMS OF REFERENCE**

Recommended Action

That Council give First Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.

That Council give Second Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.

That Council give unanimous consent to move to Third Reading of Hinton Youth Advisory Council Bylaw No. 1169-2, and

That Council give Third Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.

Background

The Hinton Youth Advisory Council (HYAC) was established by Bylaw in 2019 through a collaborative partnership between members from Town Administration, such as the Youth Centre Coordinator, and the Operations & Programming Manager of the Northern Rockies Museum of Culture and Heritage. This partnership has played a significant role in providing mentorship opportunities for Hinton's youth and offering a platform for youth engagement in municipal matters.

At the outset of the current term (October 2024 to September 2025), the Northern Rockies Museum of Culture and Heritage's Operations and Programming Manager informed HYAC Administration that the Museum would be unable to continue its involvement beyond the conclusion of this term due to its limited capacity.

In response, in early 2025 Administration approached the Hinton Municipal Library and presented the opportunity for a new partnership to ensure the continued operation of HYAC. In early May, the Library Board of Directors agreed to support the initiative by designating a representative to assist with the administration of HYAC moving forward.

In addition, amendments made to the HYAC Bylaw in 2023 introduced changes to the required volunteer hours for Youth Councillors. Feedback from current Council members indicates that these amendments lack clarity regarding the total number of required hours. Administration is recommending in the updated Bylaw outlining a minimum number of meetings and volunteer hours per term to support HYAC members in fulfilling their responsibilities.

The report is before Council following a Committee of the Whole meeting on May 27, 2025, where Committee carried the following motion:

COW-250527.04 Motion by Councillor Ostashek that Committee refers the amending of the Terms of Reference in Bylaw No.1169-2 Hinton Youth Advisory Council to a future Regular Meeting of Council as presented.

Carried unanimously

Analysis

The purpose of this report is to present proposed amendments to the Hinton Youth Advisory Council (HYAC) Terms of Reference (ToR) to support continuity in administrative partnerships and enhance operational clarity. Key revisions in Bylaw 1169-2 include:

- Clearer definition of the required volunteer hours per term;
- Specification of the minimum number of meetings to be held each term; and
- Updated language regarding the composition and role of HYAC Administration.

A draft version of the revised ToR, with substantive changes highlighted, is presented in Attachment 1 for Council's consideration. For context, the current HYAC Bylaw and existing ToR are also included in Attachment 2.

To ensure long-term flexibility and stability, the updated ToR refer to a "partnering Agency" rather than naming a specific organization. This adjustment allows HYAC Administration to maintain continuity in the event the current partnership with the Hinton Municipal Library changes, without requiring further amendments to the bylaw.

These revisions also address feedback received from current Youth Councillors, who noted that aspects of the existing ToR—particularly those related to volunteer hour expectations and meeting frequency—were unclear. The proposed changes aim to resolve this ambiguity and support the success of Youth Councillors moving forward, so they can obtain the Bursary.

Implications of Decision

The proposed amendments to the Hinton Youth Advisory Council (HYAC) Terms of Reference (ToR) have several important implications. By clarifying expectations around volunteer hours, meeting frequency, and project contributions, the changes aim to improve accountability and engagement among Youth Councillors while also supporting their successful completion of Bursary requirements.

Referring to a "partnering Agency" rather than naming a specific organization introduces administrative flexibility, allowing for continuity in program delivery without requiring bylaw amendments should partnership arrangements change in the future.

These revisions also respond directly to feedback from current Youth Councillors, who indicated a need for greater clarity in the existing guidelines. Additionally, formalizing the minimum number of meetings per term strengthens operational structure and ensures consistent participation.

Financial Implications	N/A	
Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Strengths: Volunteerism Opportunities: Engage youth to become community contributors and builders
Municipal Policies or Bylaws	Yes	<i>Council & Committees Bylaw No. 1070-4; HYAC Bylaw 1169-2</i>
Provincial Laws or MGA	Yes	Sections 145 and 146 on the establishment of and appointments to committees of Council. Section 175 on attendance requirements of councillors at regular council meetings.
Other plans or policies	N/A	

Level of Service Implications

None.

Communications/Public Engagement Implications

Administration engages closely with the youth at the Hinton Youth Centre and high schools to ensure we are meeting the needs of the youth in the community, maintaining the integrity of the committee, and meeting the goals of the projects.

FCSS will release the amended bylaw through all HYAC social media channels. The amended bylaw will be updated on the HYAC page under "Boards and Committees" on the Town of Hinton website.

Risk/Liability Implications

Minimal risk/liability exists by not clarifying a set number of meetings per term and volunteer hour expectations within the Bylaw as it pertains to receiving a Bursary. Minimal risk/liability exists by not having partnering Agencies, which could threaten the makeup of the HYAC Administration. A potential risk associated with the amended Bylaw is a decline in youth nominations in future terms. Without clear guidance on meeting attendance and volunteer hour expectations, prospective Youth Councillors may not be fully informed of their commitments, which could potentially affect their participation and engagement.

Options / Alternatives

1. That Council give First Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.
 That Council give Second Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.
 That Council give unanimous consent to move to Third Reading of Hinton Youth Advisory Council Bylaw No. 1169-2, and
 That Council give Third Reading to Hinton Youth Advisory Council Bylaw No. 1169-2.
2. That Council give First Reading to Hinton Youth Advisory Council Bylaw No. 1169-2 with the following amendment:
 -
 -
 That Council give Second Reading to Hinton Youth Advisory Council Bylaw No. 1169-2 with the following amendment:
 -
 -
 That Council give unanimous consent to move to Third Reading of Hinton Youth Advisory Council Bylaw No. 1169-2, and
 That Council give Third Reading to Hinton Youth Advisory Council Bylaw No. 1169-2 with the following amendment:
 -
 -
3. As directed by Council.

Attachment(s)

1. DRAFT Bylaw 1169-2 Hinton Youth Advisory Council ToR
2. Current Bylaw 1169-1 Hinton Youth Advisory Council ToR



**TOWN OF HINTON
BYLAW No. 1169-2**
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF
ALBERTA TO ESTABLISH
THE HINTON YOUTH ADVISORY COUNCIL

WHEREAS pursuant to Section 145 of the *Municipal Government Act*, a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies;

AND WHEREAS Council values full and transparent public involvement in major municipal decision-making;

NOW THEREFORE the Council of the Town of Hinton in session duly assembled hereby establishes the Hinton Youth Advisory Council.

1. SHORT TITLE

1.1 This Bylaw may be referred to as the "Hinton Youth Advisory Council Bylaw."

2. TERMS OF REFERENCE

2.1 The Terms of Reference is attached as Appendix I to this Bylaw.

3. RELATED DOCUMENTS

3.1 *Council Committees Bylaw*

3.2 *Council Code of Conduct Bylaw*

4. REPEALS AND COMING INTO FORCE

4.1 This Bylaw will take effect on the final day of passing when it receives third reading and is duly signed.

READ A FIRST TIME THIS TH DAY OF ____.

READ A SECOND TIME THIS TH DAY OF ____.

READ A THIRD TIME THIS TH DAY OF ____.

Mayor

Chief Administrative Officer



Appendix I

Hinton Youth Advisory Council Terms of Reference

1. PURPOSE

- 1.1 The Hinton Youth Advisory Council (HYAC) operates through a partnership between the Town of Hinton and a partnering Agency, with the purpose of engaging Hinton and area youth with mentorship opportunities and a platform to provide input into municipal processes.

2. OBJECTIVES

- 2.1 Rooted in the principles of youth advocacy and governance, Council and HYAC will work collectively to ensure that youth are connected to and meaningfully involved in community life and that the needs of Hinton's youth are met.
- 2.2 Council will refer relevant items to HYAC for advice before making a decision.
- 2.3 HYAC has been formed to:
 - 2.3.1 Ensure the voice of youth is heard by decision makers in Hinton and elsewhere.
 - 2.3.2 Enable youth to learn about and support the work of community organizations.
 - 2.3.3 Provide insight into innovative, diverse youth engagement strategies and opportunities.
 - 2.3.4 Assist in the implementation of youth projects and activities.
 - 2.3.5 Connect youth by encouraging personal network-building and friendships.
 - 2.3.6 Encourage personal development and strong mental health in youth by providing a supportive environment and a platform to address issues that affect youth (e.g., bullying, self-harm).
 - 2.3.7 Provide youth with mentorship opportunities with Council and other community leaders.
 - 2.3.8 Provide youth the opportunity to improve their public speaking and debating skills, learn the processes of municipal government, and create change within their community.

3. COMPOSITION

- 3.1 HYAC will include:
 - 3.1.1 Designate who will serve as Administration from the partnering Community Agency as appointed by that Agency;
 - 3.1.2 Town Administration composed of two (2) Town of Hinton employees, including the Youth Centre Coordinator.
 - 3.1.3 Two (2) Members of Council.
 - 3.1.4 Eight (8) Youth Councilors currently enrolled in grades eight through

twelve at:

- a) Harry Collinge High School,
- b) Gerard Redmond Community Catholic School,
- c) The Learning Connection, or
- d) A home education program.

3.2 Each Youth Councillor is appointed for a one-year term.

4. STUDENT APPLICATION & NOMINATION PROCESS

- 4.1 Students may apply or be nominated for a position on HYAC.
- 4.2 If a student wishes to apply for HYAC, they must complete the Student Application Form in Appendix II.
- 4.3 If a teacher, school administrator, or community member would like to nominate a student for HYAC, they must complete the Student Nomination Form in Appendix III:
 - 4.3.1 Nominated students must review and sign the Student Nomination Form prior to submission.
- 4.4 Council will appoint eight (8) Youth Councilors on an annual basis during their Organizational Meeting.
- 4.5 Each appointment spans October through to the following September.

5. ROLES AND RESPONSIBILITIES

- 5.1 Youth Councilors are expected to:
 - 5.1.1 Alternate serving as Chair for monthly meetings of HYAC.
 - 5.1.2 Engage youth and provide input into youth-related resources, projects, events, activities, and topics to be shared with Council.
 - 5.1.3 Act as ambassadors for Hinton.
 - 5.1.4 Contribute at least two (2) hours to the Annual Project, outside of the monthly HYAC meetings, with the two (2) hours counting toward the Councilor's mandated Volunteer Hours required by s. 5.1.10.
 - 5.1.5 As an alternative to 5.1.4, Youth Councilors may contribute two (2) hours of attendance at a Town Council Meeting.
 - 5.1.6 As a team, produce two (2) reports and presentations annually on HYAC activities to Council.
 - 5.1.7 Act as a youth liaison with municipal authorities.
 - 5.1.8 Promote engagement of youth in community life and in volunteerism.
 - 5.1.9 Actively participate in HYAC activities and events.
 - 5.1.10 Work with a not-for-profit association in the community or at Town-hosted community events as the HYAC Administration for a minimum of ten (10) Volunteer Hours per term. .
 - 5.1.11 Any Youth Councillor having exceptional interest in the HYAC Annual Project or Town Council Meetings may have additional hours they contribute to the Project or meeting attendance count toward their mandatory Volunteer Hours required by s. 5.1.9, at the discretion of Administration.

- 5.2 Members of Council on HYAC are expected to:
 - 5.2.1 Engage Youth Councilors in municipal processes to enhance their learning and understanding of municipal government.
 - 5.2.2 Mentor, encourage, and inspire Youth Councilors.
 - 5.2.3 Encourage decisions of HYAC that are consistent with the Town's goals; and
 - 5.2.4 Report HYAC activities to Council.
- 5.3 Administration is expected to:
 - 5.3.1 Plan activities, speakers, and events for HYAC.
 - 5.3.2 Promote the application process for HYAC membership.
 - 5.3.3 Provide administrative support to HYAC.
 - 5.3.4 Support Youth Councilors in their role as Chairperson.
 - 5.3.5 Arrange for HYAC meetings at Town buildings.
 - 5.3.6 Budget, track and process the Bursary Funds; and
 - 5.3.7 Keep records of Youth Councilors' activity, volunteerism, and meeting attendance.

6. MENTORSHIPS

- 6.1 Representatives from Administration , Council, and other community leaders will attend HYAC meetings to provide mentorship opportunities for Youth Councilors to develop skills to effect change today and in the future.
- 6.2 HYAC personnel such, Administration, and Members of Council will be available for Youth Councilors to contact outside of meeting hours to ask questions or voice concerns.

7. MEETINGS

- 7.1 HYAC will hold a minimum of ten (10) meetings per year.
- 7.2 Meeting times and dates will be provided to Youth Councilors at least two weeks in advance by Administration.
- 7.3 Youth Councilors will make every reasonable effort to attend all meetings, and if a Youth Councillor will be absent from a meeting, they must notify Administration in advance.
 - 7.3.1 Youth Councilors are permitted a maximum of two (2) consecutive unexcused absences per term.
 - 7.3.2 Youth Councilors are permitted a maximum of three (3) unexcused absences in total, per term.
- 7.4 Meetings will be a maximum of two (2) hours; this limit does not apply to meetings and gatherings outside of the monthly meetings.

8. BUDGET

- 8.1 Council will determine the annual budget allocated to HYAC.
- 8.2 HYAC budget will be used for:
 - 8.2.1 Meeting meals.
 - 8.2.2 Team building with marked clothing and swag items.
 - 8.2.3 Committee operating expenses.
 - 8.2.4 The HYAC Bursary Fund.
- 8.3 HYAC's two (2) annual reports will include reporting to Council on how funds are used.

9. BURSARIES

- 9.1 Youth Councilors who contribute their required volunteer hour commitment to HYAC will be awarded a Bursary upon graduation, up to a maximum of \$500 per HYAC term.
- 9.2 Eligibility for a Bursary requires:
 - 9.2.1 Contribution of at least two (2) hours' time toward the annual project as outlined in s. 5.1.4; and
 - 9.2.2 Active participation and involvement in HYAC activities and events, including a meeting attendance record compliant with or superior to the expectations in s. 7.3 during the term.
 - 9.2.3 A volunteer record compliant or superior to the expectations outlined in Section 5.1.10.
- 9.3 A Bursary will be awarded to eligible Youth Councilors on submission of proof of paid enrollment in studies at an accredited post-secondary institution to Administration; apprenticeship at trade schools and other accredited programs are included.
- 9.4 Bursaries must be claimed within two (2) years following the Councilor's grade 12 graduation.

10. REVISION SCHEDULE

- 10.1 These Terms of Reference will be reviewed every four (4) years to ensure the current mandate is reflected in relation to the responsibility conferred upon HYAC in accordance with the Council Committees Bylaw.

11. DEFINITIONS

- 11.1 **Words, expressions, and terms** in this Bylaw have the same meanings as set out in the *Council Committees Bylaw*.
- 11.2 **Bursary** is a monetary award to Youth Councilors per term of service on HYAC when meeting the minimum requirements of participation outlined in this Bylaw, to facilitate pursuit of higher education and training.
- 11.3 **Youth Councillor:** all youth appointed as members of HYAC during a given term.



Appendix II

Schedule A: Hinton Youth Advisory Council Application Form

Date of Application: _____

APPLICANT NAME	First _____ Last _____		
ADDRESS	Street/RR/Apt	Town/County	Postal Code
PHONE NUMBER	Parent/Guardian		Applicant
EMAIL	Parent/Guardian		Applicant
SCHOOL			Grade _____
DATE OF BIRTH	Day	Month	Year

Please provide a brief explanation of three strengths and skills you have, and describe why you believe you would be a good representative for community youth: (please write on the back if more space is required)

By signing below, I _____, agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councilors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:

Town of Hinton Re: HYAC Application; 131 Civic Centre Road Hinton, Alberta T7E 2E5
(Applications must be submitted annually; however, those who served on HYAC for the previous term are not required to resubmit reference information).

Reference Form (1)

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____ Number of years you have known

the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____

Reference Form (2)

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____

Number of years you have known the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (the "FOIP Act"). All personal information collected will be used to assess the applicant for suitability. If you have any questions regarding the collection of your personal information, please contact the Town of Hinton.



Appendix III

Schedule B: Hinton Youth Advisory Council Nomination Form

Date of Nomination: _____

STUDENT NAME	First	Last	
STUDENT ADDRESS	Street/RR/Apt	Town/County	Postal Code
STUDENT PHONE NUMBER	Parent/Guardian		Student
STUDENT EMAIL	Parent/Guardian		Student
STUDENT SCHOOL			Grade
STUDENT DATE OF BIRTH	Day	Month	Year

Please list and briefly explain three of the student's strengths and skills, and describe why you believe the student would be a good representative for community youth: (please write on the back if more space is required)

Student Signature

By signing below, I _____, accept this nomination and agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councilors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:

Town of Hinton Re: HYAC Application
131 Civic Centre Road Hinton, Alberta T7E
2E5

(Applications must be submitted annually, however those who served on HYAC for previous term are not required to resubmit reference information).

Nominator Information

Nominator Information:

NOMINATOR NAME	First	Last
NOMINATOR PHONE NUMBER	Daytime	Mobile
NOMINATOR EMAIL		

Relationship to student: _____ Number of years you have known the student: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I nominate _____ for appointment to HYAC and agree that they are a suitable candidate. To the best of my knowledge, the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____

Reference Form

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____ Number of years you have known

the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____



**TOWN OF HINTON
BYLAW No. 1169-1**
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF
ALBERTA TO ESTABLISH
THE HINTON YOUTH ADVISORY COUNCIL

WHEREAS pursuant to Section 145 of the *Municipal Government Act*, a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies;

AND WHEREAS Council values full and transparent public involvement in major municipal decision-making;

NOW THEREFORE the Council of the Town of Hinton in session duly assembled hereby establishes the Hinton Youth Advisory Council.

1. SHORT TITLE

1.1 This Bylaw may be referred to as the "Hinton Youth Advisory Council Bylaw."

2. TERMS OF REFERENCE

2.1 The Terms of Reference is attached as Appendix I to this Bylaw.

3. RELATED DOCUMENTS

3.1 *Council Committees Bylaw*

3.2 *Council Code of Conduct Bylaw*

4. REPEALS AND COMING INTO FORCE

4.1 This Bylaw will take effect on the final day of passing when it receives third reading and is duly signed.

READ A FIRST TIME THIS 5TH DAY OF SEPTEMBER 2023.

READ A SECOND TIME THIS 5TH DAY OF SEPTEMBER 2023.

READ A THIRD TIME THIS 5TH DAY OF SEPTEMBER 2023.



Deputy Mayor



Chief Administrative Officer

Appendix 1
Hinton Youth Advisory Council
Terms of Reference

1. PURPOSE

- 1.1 The Hinton Youth Advisory Council (HYAC) operates through a partnership between the Town of Hinton and the Northern Rockies Museum of Culture and Heritage, with the purpose of engaging Hinton and area youth with mentorship opportunities and a platform to provide input into municipal processes.

2. OBJECTIVES

- 2.1 Rooted in the principles of youth advocacy and governance, Council and HYAC will work collectively to ensure that youth are connected to and meaningfully involved in community life and that the needs of Hinton's youth are met.
- 2.2 Council will refer relevant items to HYAC for advice before making a decision.
- 2.3 HYAC has been formed to:
 - 2.3.1 Ensure the voice of youth is heard by decision makers in Hinton and elsewhere.
 - 2.3.2 Enable youth to learn about and support the Northern Rockies Museum of Culture and Heritage and the work of other community organizations.
 - 2.3.3 Provide insight into innovative, diverse youth engagement strategies and opportunities.
 - 2.3.4 Assist in the implementation of youth projects and activities.
 - 2.3.5 Connect youth by encouraging personal network-building and friendships.
 - 2.3.6 Encourage personal development and strong mental health in youth by providing a supportive environment and a platform to address issues that affect youth (e.g., bullying, self-harm).
 - 2.3.7 Provide youth with mentorship opportunities with Council and other community leaders.
 - 2.3.8 Provide youth the opportunity to improve their public speaking and debating skills, learn the processes of municipal government, and create change within their community.

3. COMPOSITION

- 3.1 HYAC will include:
 - 3.1.1 The Northern Rockies Museum of Culture and Heritage Operations & Programming Manager.
 - 3.1.2 Town Administration, including the Youth Centre Coordinator.
 - 3.1.3 Two (2) Members of Council.
 - 3.1.4 Eight (8) Youth Councilors currently enrolled in grades eight through twelve at:
 - a) Harry Collinge High School,
 - b) Gerard Redmond Community Catholic School,

- c) The Learning Connection, or
- d) A home education program.

3.2 Each Youth Councillor is appointed for a one-year term.

4. STUDENT APPLICATION & NOMINATION PROCESS

- 4.1 Students may apply or be nominated for a position on HYAC.
- 4.2 If a student wishes to apply for HYAC, they must complete the Student Application Form in Appendix II.
- 4.3 If a teacher, school administrator, or community member would like to nominate a student for HYAC, they must complete the Student Nomination Form in Appendix III:
 - 4.3.1 Nominated students must review and sign the Student Nomination Form prior to submission.
- 4.4 Council will appoint eight (8) Youth Councilors on an annual basis during their Organizational Meeting.
- 4.5 Each appointment spans October through to the following September.

5. ROLES AND RESPONSIBILITIES

- 5.1 Youth Councilors are expected to:
 - 5.1.1 Alternate serving as Chair for monthly meetings of HYAC.
 - 5.1.2 Engage youth and provide input into youth-related resources, projects, events, activities, and topics to be shared with Council.
 - 5.1.3 Act as ambassadors for Hinton.
 - 5.1.4 Contribute at least two (2) hours to the Annual Project, outside of the monthly HYAC meetings, with the two (2) hours counting toward the Councilor's mandated Volunteer Hours required by s. 5.1.9.
 - 5.1.5 As an alternative to 5.1.4, Youth Councilors may contribute two (2) hours of attendance at a Town Council Meeting.
 - 5.1.6 As a team, produce two (2) reports and presentations annually on HYAC activities to Council.
 - 5.1.7 Act as a youth liaison with municipal authorities.
 - 5.1.8 Promote engagement of youth in community life and in volunteerism.
 - 5.1.9 Actively participate in HYAC activities and events.
 - 5.1.10 Work with a not-for-profit association in the community or at Town-hosted community events as approved by the Operations & Programming Manager or Administration, for a mandatory number of Volunteer Hours which will equal half the total hours spent in monthly HYAC meetings in that term.
 - 5.1.11 Any Youth Councillor having exceptional interest in the HYAC Annual Project or Town Council Meetings may have additional hours they contribute to the Project or meeting attendance count toward their mandatory Volunteer Hours required by s. 5.1.9, at the discretion of Administration.

- 5.2 Members of Council on HYAC are expected to:
 - 5.2.1 Engage Youth Councilors in municipal processes to enhance their learning and understanding of municipal government.
 - 5.2.2 Mentor, encourage, and inspire Youth Councilors.
 - 5.2.3 Encourage decisions of HYAC that are consistent with the Town's goals; and
 - 5.2.4 Report HYAC activities to Council.
- 5.3 Administration is expected to:
 - 5.3.1 Cooperate with the Operations & Programming Manager to plan activities, speakers, and events for HYAC.
 - 5.3.2 Manage, promote, and facilitate the application process for HYAC membership.
 - 5.3.3 Provide administrative support to HYAC.
 - 5.3.4 Support Youth Councilors in their role as Chairperson.
 - 5.3.5 Arrange for HYAC meetings at Town buildings.
 - 5.3.6 Budget, track and process the Bursary Funds; and
 - 5.3.7 Keep records of Youth Councilors' activity, volunteerism, and meeting attendance.
- 5.4 The Operations & Programming Manager is expected to:
 - 5.4.1 Cooperate with Administration to plan activities, speakers, and events for HYAC.
 - 5.4.2 Keep records of Youth Councilors' activity, volunteerism, and meeting attendance.
 - 5.4.3 Support Youth Councilors in their role as Chairperson; and
 - 5.4.4 Arrange for HYAC meetings at the Northern Rockies Museum of Culture and Heritage.

6. MENTORSHIPS

- 6.1 Representatives from the Northern Rockies Museum of Culture and Heritage, Council, and other community leaders will attend HYAC meetings to provide mentorship opportunities for Youth Councilors to develop skills to effect change today and in the future.
- 6.2 HYAC personnel such as the Operations & Programming Manager, Administration, and Members of Council will be available for Youth Councilors to contact outside of meeting hours to ask questions or voice concerns.

7. MEETINGS

- 7.1 HYAC will meet monthly; however, the frequency and dates of meetings can

be determined on a month-by-month basis as required by Administration.

- 7.2 Meeting times and dates will be provided to Youth Councilors at least two weeks in advance by Administration.
- 7.3 Youth Councilors will make every reasonable effort to attend all meetings, and if a Youth Councillor will be absent from a meeting, they must notify Administration in advance.
 - 7.3.1 Youth Councilors are permitted a maximum of two (2) consecutive unexcused absences per term.
 - 7.3.2 Youth Councilors are permitted a maximum of three (3) unexcused absences in total, per term.
- 7.4 Meetings will be a maximum of two (2) hours; this limit does not apply to meetings and gatherings outside of the monthly meetings.

8. BUDGET

- 8.1 Council will determine the annual budget allocated to HYAC.
- 8.2 HYAC budget will be used for:
 - 8.2.1 Meeting meals.
 - 8.2.2 Team building with marked clothing and swag items.
 - 8.2.3 Committee operating expenses.
 - 8.2.4 The HYAC Bursary Fund.
- 8.3 HYAC's two (2) annual reports will include reporting to Council on how funds are used.

9. BURSARIES

- 9.1 Youth Councilors who contribute their required volunteer hour commitment to HYAC will be awarded a Bursary upon graduation, up to a maximum of \$500 per HYAC term.
- 9.2 Eligibility for a Bursary requires:
 - 9.2.1 Contribution of at least two (2) hours' time toward the annual project as outlined in s. 5.1.4; and
 - 9.2.2 Active participation and involvement in HYAC activities and events, including a meeting attendance record compliant with or superior to the expectations in s. 7.3 during the term.
- 9.3 A Bursary will be awarded to eligible Youth Councilors on submission of proof of paid enrollment in studies at an accredited post-secondary institution to Administration; apprenticeship at trade schools and other accredited programs are included.
- 9.4 Bursaries must be claimed within two (2) years following the Councilor's grade 12 graduation.

10. REVISION SCHEDULE

- 10.1 These Terms of Reference will be reviewed every four (4) years to ensure the

current mandate is reflected in relation to the responsibility conferred upon HYAC in accordance with the Council Committees Bylaw.

11. DEFINITIONS

- 11.1 **Words, expressions, and terms** in this Bylaw have the same meanings as set out in the *Council Committees Bylaw*.
- 11.2 **Bursary** is a monetary award to Youth Councilors per term of service on HYAC when meeting the minimum requirements of participation outlined in this Bylaw, to facilitate pursuit of higher education and training.
- 11.3 **Youth Councillor:** all youth appointed as members of HYAC during a given term.



APPENDIX II

Schedule A: Hinton Youth Advisory Council Application Form

Date of Application: _____

APPLICANT NAME	First _____ Last _____		
ADDRESS	Street/RR/Apt	Town/County	Postal Code
PHONE NUMBER	Parent/Guardian		Applicant
EMAIL	Parent/Guardian		Applicant
SCHOOL			Grade _____
DATE OF BIRTH	Day	Month	Year

Please provide a brief explanation of three strengths and skills you have, and describe why you believe you would be a good representative for community youth: (please write on the back if more space is required)

By signing below, I _____, agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councilors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:

Town of Hinton Re: HYAC Application; 131 Civic Centre Road Hinton, Alberta T7E 2E5
(Applications must be submitted annually; however, those who served on HYAC for the previous term are not required to resubmit reference information).

Reference Form (1)**Reference Information:**

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____ Number of years you have known

the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____

Reference Form (2)**Reference Information:**

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____

Number of years you have known the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____



APPENDIX III

Schedule B: Hinton Youth Advisory Council Nomination Form

Date of Nomination: _____

STUDENT NAME	First _____ Last _____		
STUDENT ADDRESS	Street/RR/Apt	Town/County	Postal Code
STUDENT PHONE NUMBER	Parent/Guardian		Student
STUDENT EMAIL	Parent/Guardian		Student
STUDENT SCHOOL			Grade _____
STUDENT DATE OF BIRTH	Day	Month	Year

Please list and briefly explain three of the student's strengths and skills, and describe why you believe the student would be a good representative for community youth: (please write on the back if more space is required)

Student Signature

By signing below, I _____, accept this nomination and agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councilors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:

Town of Hinton Re: HYAC Application
131 Civic Centre Road Hinton, Alberta T7E
2E5

(Applications must be submitted annually, however those who served on HYAC for previous term are not required to resubmit reference information).



APPENDIX III

Nominator Information

Nominator Information:

NOMINATOR NAME	First	Last
NOMINATOR PHONE NUMBER	Daytime	Mobile
NOMINATOR EMAIL		

Relationship to student: _____ Number of years you have known the student: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I nominate _____ for appointment to HYAC and agree that they are a suitable candidate. To the best of my knowledge, the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____



Reference Form

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____ Number of years you have known

the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____ Date: _____



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Council Meeting of June 3, 2025
PRESENTED BY: Nikiea Hope, Interim Director of Community & Protective Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **RIVER VALLEY AGRICULTURAL SOCIETY**

Recommended Action

That Council direct Administration to approve the River Valley Agricultural Society's request to build a fence at Mary Reimer Regional Park as per the Explanatory Map.

Background

On May 2, 2025, Administration was contacted by the River Valley Agricultural Society (RVAS) requesting to install fencing to house animals in the event of an emergency on land jointly owned by Yellowhead County and the Town of Hinton, legally known as Plan 0325324 Block 1 Lot 3. The *RVAS Fence Request Letter* is presented in Attachment 1.

RVAS is a member of the Mary Reimer Regional Park Society, which leases a portion of Mary Reimer Regional Park from the Town of Hinton for their agricultural grounds. An *Explanatory Map of the RVAS Fence Request* is outlined in Attachment 2. During the 2023 and 2024 wildfire seasons, the RVAS hosted several animals and livestock from Yellowhead County and Jasper. However, they require a much larger space to host animals in the event of a future emergency.

RVAS received a Red Cross Grant for emergency preparedness to install fencing for livestock pens. Appendix A is a letter from RVAS outlining the details of their request. The proposed emergency pens would enclose an area of approximately 1.9 ha (4.7 ac.) on Plan 0325324 Block 1 Lot 3 (see Appendix 2), which was jointly purchased by the Town of Hinton and Yellowhead County in 2002 for future development of the Mary Reimer Regional Park.

The *Hinton Yellowhead County Agreement* (Attachment 3) states that "key decisions will be made by each Council and if disputes arise, may be referred by either party to binding arbitration." Yellowhead County presented this request to their Governance and Priorities Committee Meeting on May 20, 2025. The Committee made a motion which will allow the RVAS to build the requested fence.

During the Committee of the Whole Meeting of May 27, 2025, the following motion was carried:

COW-250527.05 motion made by Mayor Nissen that Committee direct Administration to bring the River Valley Agricultural Society's request to build a fence to the Regular Meeting of June 3, 2025, for decision.

Carried unanimously

Analysis

On December 21, 2004, Council accepted the *Mary Reimer Regional Park Site Development Master Plan* (Attachment 4). The Plan speaks to a "riding paddock adjacent to the east" (pg. 40, 44) to be built on the same location as the proposed fence. The need for a paddock was met when they built other fenced areas adjacent to their facility. Administration believes that the proposed fence, in addition to

being a benefit to the community, does align with the intent of the Master Plan, and the Town should approve the build.

Implications of Decision

There are no financial implications regarding this request. The RVAS maintains the building and the adjacent amenities, of which this fence would be included. The Town does not mow or weed whip the area where the proposed fence would be built.

Financial Implications	N/A
-------------------------------	-----

Level of Service Implications

Improved evacuation support during emergencies.

Communications/Public Engagement Implications

None.

Risk/Liability Implications

None.

Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	The Town utilizes Expressions of Interest, collaboration, and other strategies to attract investment and development.
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	N/A	
Other plans or policies	Yes	POST, Mary Reimer Regional Park Site Development Master Plan

Options / Alternatives

1. That Council direct Administration to approve the River Valley Agricultural Society's request to build a fence at Mary Reimer Regional Park as per the Explanatory Map.
2. That Council accept this report for information.

Attachment(s)

1. River Valley Agricultural Society Fence Request Letter
2. Explanatory Map of River Valley Agricultural Society's Fence Request
3. Hinton Yellowhead County Agreement
4. [Mary Reimer Regional Park Site Development Master Plan](#)

To Whom it may concern,

Below are details pertaining to a fencing request by the River Valley Agricultural Society (RVAS) at Mary Reimer Regional Park in Hinton.

In May of 2023 and July of 2024, The RVAS (formerly the River Valley Riding Association) were involved in relief and evacuation efforts from a wildfire in Yellowhead County and Jasper National Park. In both instances RVAS housed animals, over 300 from YC and 100 from JNP.

This effort brought us national attention, and highlighted how important our efforts were. We require a much larger space to house evacuated livestock when we are faced with another wildfire evacuation. We were given a sizable Red Cross Grant for emergency preparedness that we would like to allocate increased fenced space at Mary Reimer Regional Park.

Details are as follows

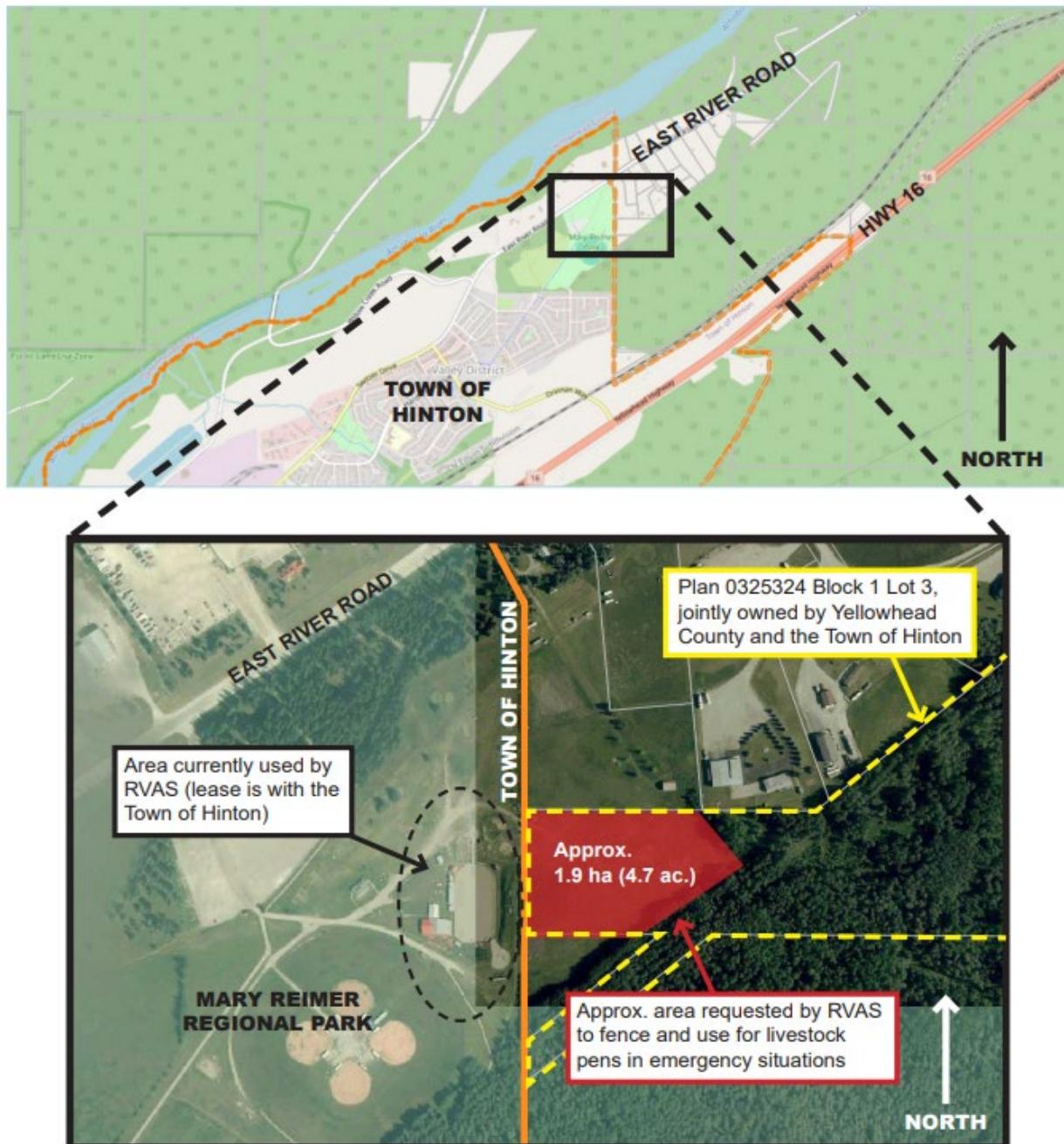
- perimeter fencing consisting of wood post and 3 string barbless wire around the highlighted area on the attached map
- peripheral fencing totals 2,115 ft
- Ideally we would cross fence this area, an additional 780 feet would be needed but not necessary
- two 12 ft gates, north and south ends of pasture
- Gates would not have a lock- easy access if needed by YC or TOH.
- all cost would be up to the RVAS- labour, materials, Alberta One Call, maintenance.
- Fenced area would only house livestock in the event of an emergency evacuation and would otherwise continue to be used as a recreational lease as it has been for 20 plus years.

The RVAS Board is excited to have an emergency plan in place and we are proud of our ongoing efforts in Alberta wildfire preparedness.

Please let me know if you have any questions or concerns.

Shauna

River Valley Agricultural Society President

Explanatory Map of River Valley Agricultural Society (RVAS) Fence Building Request

THIS AGREEMENT made in triplicate this 17th day of Dec. 2002 AD.

MARY REIMER REGIONAL PARK AGREEMENT

BETWEEN:

THE TOWN OF HINTON
A Municipal Corporation of the Province of Alberta
(Hereinafter referred to as "the Town")
2nd Floor =, 131 Civic Centre Road
Hinton, Alberta
T7V 2E5

OF THE FIRST PART

- and -

YELLOWHEAD COUNTY
(Hereinafter referred to as "the County")
2716 – 1ST Avenue
Edson, Alberta
T7E 1N9

OF THE SECOND PART

(And hereinafter jointly referred to as "the Parties")

WHEREAS the current Mary Reimer Park was developed over the past five years and is operated by a current Operating Board.

WHEREAS the County and Town, with the active involvement of community groups; wish to acquire more lands for, and develop, a regional park for the broader benefit of County and Town residents and visitors and their passive and active leisure enjoyment.

Phase I. Land Assembly and Conceptual Plan

1. The Town of Hinton and Yellowhead County agree to the following:

To jointly acquire control over lands (now owned by Art Thorsen and Government of Alberta) to provide for approximately 200 acres additional park land abutting the current developed Mary Reimer Park (approximately 60 acres).

To jointly undertake a conceptual park plan to define the uses, relationships, drainage and vehicle/pedestrian/equestrian circulation of the lands.

To release or dispose into the market place for others to subdivide and develop all lands surplus to the ultimate park needs after completing and approving the conceptual park plan.

Town of Hinton – Yellowhead County
Mary Reimer Park
Page 2

2. To operationalize Phase I, the parties agree:

To sharing all costs and revenues for land assembly, planning and disposal on the basis of 84.4% Town; 15.6% County. For funding the conceptual park planning, the parties commit to applying jointly for 2002 Sponsorship 2000 Grant based on this cost share.

To put all land acquired under joint title (Town & County) based on cost share.

The County also consents hereby in writing to the Town being a party to acquiring and owning land within the County's municipal boundaries (MGA Section 72).

To name the park 'Mary Reimer Regional Park'.

To designate Town Administration responsible to coordinate Phase I activities on behalf of the parties, in active consultation with County Administration. Key decisions will be made by each Council and if disputes arise, may be referred by either party to binding arbitration.

Phase II Detailed Planning and Regional Park Construction

The Town of Hinton and Yellowhead County agree to the following:

To work together and in partnership/closely with community organizations to develop the regional park over time.

To review the park's governance and board make-up to, if possible, continue to be an operating board. The board to consist of representatives of the park's user groups, community, and the parties (both local governments).

To review and define the relative municipal contributions for capital/operating costs considering:

- projected usage by County and Town residents.
- contributions to the park to date by each party.
- overall fairness, in the spirit of cooperation and partnership.

Town of Hinton – Yellowhead County
Mary Reimer Park
Page 3

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals on the day and in the year first above written.

Dated this 17th day of December 2002, AD

-) YELLOWHEAD COUNTY
PER: D. M.
-) PER: D. C.
-) TOWN OF HINTON
-) PER Alley Galloway
Mayor
-) PER J. B. Steele
Director of Legislative Services



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Council Meeting of June 3, 2025
PRESENTED BY: Jordan Panasiuk, Chief Administrative Officer
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **ERITH PARK INTEGRATED REDEVELOPMENT**

Recommended Action

That Council direct Administration to amend the scope of the Erith Park Lifecycle Replacement & Redevelopment CPP to incorporate a component of residential development.

Background

Following a Capital Project Profile (CPP) presented in the 2024 Draft Capital Budget by Administration at the November 28, 2023, Committee of the Whole Meeting, the Erith Park Lifecycle Replacement project (*Attachment 1*) was added to the 2024 Budget, approved December 6, 2023.

Erith Park is listed in the Parks, Open Space and Trails Master Plan (POST) as a neighbourhood park (See *Attachment 2* for a link to POST).

The current Erith Park area has the possibility to support both residential infill and revitalization of park infrastructure.

Analysis

This report is before Council for discussion and to provide Administration with direction regarding the scope of plans for Erith Park, and whether Council would like to incorporate a residential component on the lands or maintain the entirety as a park.

\$50,000 has been budgeted in reserves since the 2024 Budget for the *Erith Park Lifecycle Replacement & Redevelopment CPP* (*Attachment 1*). This plan would update existing infrastructure and elevate Erith Park from a Neighbourhood Park to a Community Park.

Since the discussion about Erith Park began, housing and specifically infill housing have become an increasingly important strategic priority for Council. As the planning process has not started yet, Administration would like to bring forward the idea of integrating a residential component on the site along with the revitalized park. This option would provide additional housing for the Town of Hinton while updating infrastructure and elevating services to the level of a Community Park. See section 4.41 in *Attachment 2* for definitions of Neighbourhood and Community Parks.

One possibility for residential development in the amended scope could allow for approximately 5-6 residential lots constructed on either side of a continuation of Maple Drive through the current location of the front ends of the basketball court and playground for a possible total of 10-12 residential lots. The amended scope could also include the development of an alley between the residential lots and Erith Park.

Under the scope amendments for Erith Park, the redesign would continue to prioritize maximization of green space, infrastructure updates, and development of a beautiful, inclusive park as outlined in *POST* (Attachment 2).

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	<p>The difference between the existing and amended scope is negligible</p> <ul style="list-style-type: none"> - Amended scope: Erith Park will likely have less green space, which lowers maintenance costs. <p>Income from the addition of new residences is likely to come primarily from land sales & tax revenue. The back part of Erith Park is a municipal reserve, and in accordance with the MGA, the proceeds from this area could be redistributed to Erith Park development. The front part of the park is not a municipal reserve, so funds from the sale of lots in this area may be redistributed generally.</p>
Capital Cost	\$50,000 (Feasibility)
Budget Available	Yes
Source of Funds	Reserves
Unbudgeted Costs	N/A

Level of Service Implications

Baseball Diamond – Currently in a state of disrepair and not maintained. No official baseball games currently occur at this location. The Hill area has a total of three facilities for baseball, with the next closest baseball diamond located at St. Gregory Elementary School Parks (1.5 km away). Under the amended scope for Erith Park, the baseball diamond would be removed, and the incorporation of assets that require large amounts of space, such as a baseball diamond, soccer field, or other field sport, would likely not be feasible.

Outdoor Skating Rink – Due to the amount of sun the skating rink receives during winter, it is not easily maintained, which impacts adequate service levels. Under the existing and amended scope, the Outdoor Skating Rink will relocate to a site that allows for easier maintenance.

Basketball Hoops – These hoops have been the most used in the community, with the space used as a skating rink in the winter. Until recently, the Erith Park hoops have had the best-maintained court in the community. However, in Summer 2024, the Gerard Redmond basketball court was renovated, which decreased reliance on the Erith Park Court. There is enough space in the amended scope to keep the basketball court at Erith Park, but the precise location will likely move towards Macleod Avenue to accommodate the new residences.

Playground – Recognized as the most used asset of Erith Park, will remain as part of Erith Park in the amended scope, but the precise location will likely move towards Macleod Avenue to accommodate the new residences.

Picnic Tables – Can remain at Erith Park in the amended scope, but the precise location will likely move towards Macleod Avenue to accommodate the new residences.

Outhouse – Currently out of commission and in need of repair due to a fire. The replacement cost for this building is \$9,500. In the amended scope, it would likely be replaced and moved towards Macleod Avenue to accommodate the new residences.

The park and recreational assets would likely be moved to the front of the lot, closer to MacLeod Avenue due to higher rates of vandalism in more concealed locations.

Even with Erith Park being smaller under the amended scope, the park could still have space for all of the following potential assets:

- Parking – 0.06 acres
- Child-Friendly Skateboard Park – 0.25 acres
- Pump Track – 0.14 acres
- Covered Picnic Area – 0.05 acres
- Green Space – 0.5 acres

Communications/Public Engagement Implications

Public engagement has been conducted on the current use of Erith Park and on what assets may be desired in the future through a Town survey in 2023. Further public engagement will be planned for the design phase.

Risk/Liability Implications

There is limited risk associated with exploring the options for Erith Park at this time.

Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Supports strategy 2.3 the Town works to increase both the availability, options and supply of housing.
Municipal Policies or Bylaws	Yes	Municipal Development Plan No. 1084, Land Use Bylaw No. 1088
Provincial Laws or MGA	Yes	In compliance with the MGA, section 675(3)(a), the proceeds from the disposal of municipal reserve may only be used for purposes of a municipal reserve. Disposal of municipal reserve is also subject to section 674(1) of the MGA.
Other plans or policies	Yes	Economic Development Strategy Parks, Open Space and Trails Master Plan – Would require an update to Erith Park's classification.

Options / Alternatives

1. That Council direct Administration to amend the scope of the Erith Park Lifecycle Replacement & Redevelopment CPP to incorporate a component of residential development.
2. That Council direct Administration to continue with the existing scope of the Erith Park plan.

Attachment(s)

1. Erith Park Lifecycle Replacement & Redevelopment CPP
2. Link to POST: <https://www.hinton.ca/DocumentCenter/View/7445/POST---FINAL>

CAPITAL PROJECT PROFILE (CPP)



Year of Capital Plan:	2024						
Project Profile Name:	Erith Park Lifecycle Replacement & Redevelopment						
Department Name & No.:	07 – Parks, Recreation & Culture						
Project Manager:	PRC Manager						
Investment Type:	Maintain <input type="checkbox"/>	Replace/Rebuild <input checked="" type="checkbox"/>		Growth <input type="checkbox"/>			
Asset Category:	Eng. Structures <input checked="" type="checkbox"/>	Roads <input type="checkbox"/>	Water/Utilities <input type="checkbox"/>	Storm <input type="checkbox"/>	Sewer <input type="checkbox"/>		
	Machinery Equip. <input type="checkbox"/>	Vehicles <input type="checkbox"/>	Land Improvement <input checked="" type="checkbox"/>	Furniture & Fixtures <input type="checkbox"/>			
Purpose:	Phased project for the redesign and lifecycle replacement of amenities & facilities at Erith Park.						
Estimated Timeline:	Start Date: Q1	End Date: Q4	Project Length: 1 Year				

SCOPE SUMMARY

Erith Park was due for lifecycle replacement and updates to park design in 2022, but the project was delayed allowing public participation in the design phase. In 2023 Administration undertook initial public engagement for input on the potential redesign of Erith Park. With the resulting data ([Council Report and Survey Results HERE](#)), Phase 2 of the project can commence with design which will yield site outline plans and costed concept drawings of proposed options for Erith Park.

Phase 2 will also include another round of public engagement where Hintonites can provide feedback on preferred amenities for the construction phase of the project relative to cost. Administration will compile results of this final engagement opportunity and proposed funding for construction in 2025.

PROJECT JUSTIFICATION

Per the *Parks, Open Spaces, and Trails Master Plan*, Erith Park is past due for lifecycle replacement. Maintenance has subsequently been put on hold on many amenities: e.g., the rink boards were scheduled for replacement in 2019 and are now requiring demolition. The park amenities are outdated, and the community has need of an effective park facility:

- the rink is poorly located in direct sunlight which causes surface softening and melt impacting adequate service levels.
- the underutilized yet time-consuming-to-maintain green space is little used and could offer park space encouraging community gathering.
- the baseball diamond is very aged and little used due to the development of other diamonds better suited to the adult ball players and more availability of diamonds at Gordon Moore Park for youth ball. The backstop is weathered and brittle, the shale surface receives little maintenance due to the lack of use and the whole amenity would require significant investment to revitalize.
- the playground is the most used amenity in the park, though it isn't accessible due to a sand surface, which blows causing irritation to children on the structure and to residents of Erith Drive. The windscreens are only effective when the wind blows precisely west. Sand also harbors unseen hazards of sharps and cat feces and promotes weeds.

PROJECT RISKS, CONSTRAINTS, ASSUMPTIONS & IMPACTS

Expenditures on a design phase (Phase 2) are necessary for any construction project. However, risks that the resulting amenities will not meet community needs are reduced by appropriately planning and engaging the



CAPITAL PROJECT PROFILE (CPP)

community. Council can reduce the risk of over development/underdevelopment, budget excesses, and inefficient project execution and ongoing operations by conducting robust planning and design phases.

STAKEHOLDER IMPLICATIONS

External: Hinton residents, Erith Park adjacent residents, schools, daycares, small businesses (food trucks, fitness coaches/trainers, etc.), minor baseball sport groups.

Internal: Parks, Recreation, and Culture Service Branch, Development and Infrastructure Department, Communications Service Unit, and Council.

COSTS AND FUNDING

\$50,000.00 High level estimates were sought from architecture/engineering firms within the Parks and Recreation field. Costs will include:

1. Site visits
2. Review of *Parks, Open Spaces & Trails Master Plan* for alignment, continuity
3. At least two complete park redesign concept plans and amenity options
4. Cost estimates for construction
5. Formal public engagement
6. Operational Impact Assessment – optional add on.

- Parks & Trails Reserve
- Grant funding

CAPITAL BUDGET IMPACTS

2024 Dollar Impact: \$50,000

2025 Dollar Impact: N/A

2026 Dollar Impact: N/A

ASSET MANAGEMENT (Operational Budget Impact)

Ongoing Costs: Yes No Annual Maintenance Dollar Impact: Yes No

DETAILS: N/A

PLAN AND PRIORITY ALIGNMENT

Council Key Principles:	Engaged, Customer Focused, Collaborative, Solution Focused.
Council Strategic Priorities:	Community Services, Infrastructure.
Tactical Plan:	<i>2.1 The community's outdoor experience...is maintained and maximized.</i>

APPROVAL

Developed By:	PRC Manager H. Waye	2023-09-21
Reviewed By:	Department Director Juch	2023-09-28
Approved By:	CAO	2023-11-01



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Council Meeting of June 3, 2025
PRESENTED BY: Nikiea Hope, Interim Director of Community & Protective Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **UNFREEZING ONE RCMP POSITION & VACANCY FILL**

Recommended Action

That Council direct Administration to unfreeze one RCMP position for a total of 18 funded positions.

Background

Two RCMP positions have been frozen since April 2024, resulting in the local RCMP detachment operating with 17 members.

During the Regular Council meeting of April 1, 2025, the following motion was carried:

RC-250401.09 Motion by Councillor Haas that Council direct Administration to bring a report to a future Committee of the Whole Meeting to discuss the unfreezing of one of the two frozen RCMP positions, and a report on analysis and on how vacancies can be filled.

Carried unanimously

During the Committee of the Whole Meeting of May 27, 2025, the following motion was carried:

COW-250527.03 Motion by Councillor Maguhn that Committee direct Administration to bring the matter of unfreezing one RCMP position to the Regular Meeting of June 3, 2025, for decision.

Carried unanimously

The Hinton RCMP currently has 19 established positions. The current agreement is that the Town will fund 17 of those positions (17 full-time equivalents). In 2025, the Town originally budgeted for 15.5 Full-Time Equivalents (FTE) due to soft vacancies. The Town reduced the amount by another \$89,089 during the 2025 budget adjustments, representing another 0.5 FTE reduction based on expected RCMP labour actuals, bringing the budgeted number of positions to 15 FTE. Currently, there are 12.9 FTE within the department.

Analysis

Unfreezing of One of the Two Frozen RCMP Positions

Refer to the *RCMP Frozen Positions Presentation* (Attachment 1).

Council has the authority to unfreeze one or two of the RCMP positions. The RCMP is recommending the additional RCMP position be focused on traffic enforcement.

Administration anticipates this change will be budget-neutral in 2025. However, this is dependent on factors beyond the Town's control, specifically the uncertain timing of RCMP members returning from leave or filling other temporary vacancies. With the current FTE staffing level at 12.9 for the first quarter

of 2025 and the time required to recruit a new member, costs are expected to remain at or near the budgeted amount.

Based on the 2025 budget estimates, unfreezing one RCMP position will have an approximate budget impact of \$173,671 annually. For the remainder of 2025, unfreezing one position would have an estimated budget impact of \$89,000. Although the Town would be billed in the next quarter, any unspent wages due to the position being vacant would be reimbursed. This budget impact would also be mitigated by fines collected on violation tickets issued for traffic offences.

How RCMP Member Vacancy Can be Filled

The recruitment and placement of RCMP members is managed at the Division level. Once the local RCMP Detachment has approval to recruit, the recruitment process starts immediately, via a request to the Division. The Division considers the staffing needs of all the Detachments and places RCMP members accordingly.

Recruitment timelines vary due to other Detachment needs, RCMP member availability, and the member's relocation time. The local Detachment is a favourable location and has an attraction package in place, which is circulated during the recruitment process.

While the local detachment is confident that an unfrozen position would be filled, there is no anticipated timeline for the position to be filled.

Implications of Decision

Unfreezing one RCMP position in 2025 is expected to be budget-neutral due to existing vacancies and recruitment timelines. However, there is a financial risk if vacancies are filled quickly, potentially resulting in a budget overage of up to \$89,000 for the remainder of the year.

Financial Implications	\$0
Items	Comments
Operating Cost/Implications	\$2,583,913 2025 RCMP Operating Budget 2025: Budget Neutral (risk of overage) 2026 & beyond: \$173,671 Annually (offset by traffic fine revenues)
Capital Cost	N/A
Budget Available	\$0
Source of Funds	Reserves
Unbudgeted Costs	N/A

Level of Service Implications

Increased RCMP service levels, such as:

- conduct traffic enforcement within the Town of Hinton and surrounding highways;
- check-stops on long weekends and the holiday season with a focus on impaired driving;
- attend school functions to provide education on impaired driving as well as distracted driving;
- complete traffic operations in partnership with Hinton Municipal Enforcement, Alberta Sheriffs, and CN Police.

Communications/Public Engagement Implications

None identified.

Risk/Liability Implications

An unfrozen RCMP position will see an increase in service levels, potentially focused on traffic enforcement.

Current levels of service will remain if there is no increase in positions.

There may be a drop in the levels of service should there be more vacant RCMP positions.

Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Partial	Council remains “focused” on moving the Town’s priorities forward in a fiscally responsible manner.
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	N/A	
Other plans or policies	N/A	

Options / Alternatives

1. That Council direct Administration to unfreeze one RCMP position for a total of 18 funded positions
2. That Council accept this report for information.

Attachment(s)

1. [RCMP Frozen Position Presentation](#)



Report on: Staffing Frozen Positions at the Hinton RCMP Detachment

Prepared by:
S/Sgt, Shiloh FRAGOMENI

Presented by:
Sgt Danny MILLS



Royal Canadian
Mounted Police Gendarmerie royale
du Canada



Background Information

- In October 2022, a Motion was made by Town Council to seek information on:
 - RCMP staffing and service levels for the Town of Hinton vs surrounding municipalities
 - impacts on reducing RCMP and how this compares to the Town of Hinton Service Levels
- In April 2023, Town Council voted and it was decided to freeze 2 RCMP positions from 19 to 17. These positions were frozen and not removed from the detachments organizational chart so they could be unfrozen in the future.
- In February 2025, a motion was passed “that Council direct Administration to bring a report to a future Committee of the Whole Meeting to discuss the unfreezing of one of the two frozen RCMP positions, and a report on analysis and on how vacancies can be filled.”



Current Staffing Levels

As of May 2025:

- 19 positions
- 17 positions being funded

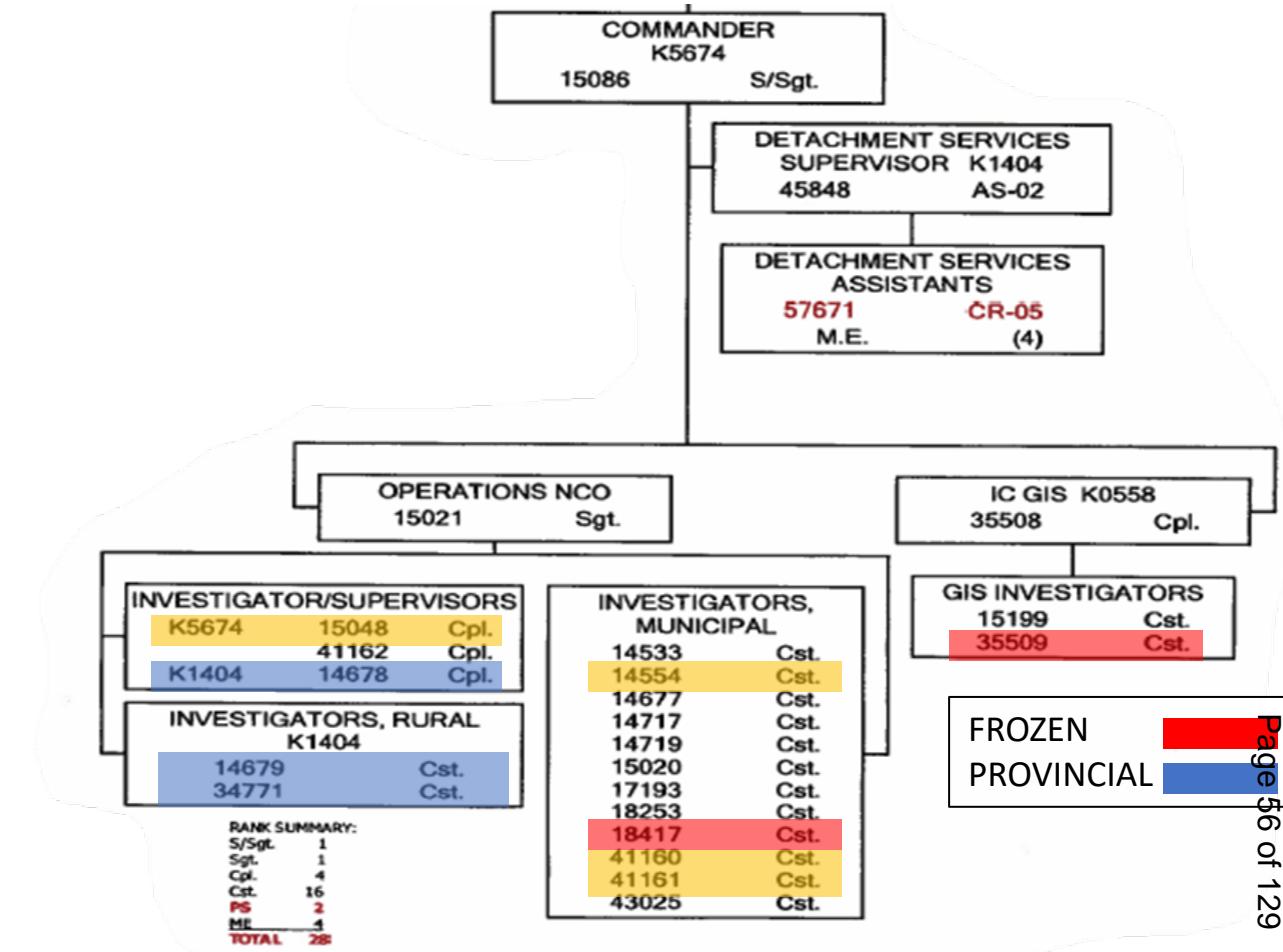
Other Consideration:

- 1 member long term ODS (off duty sick)
- 1 member on parental leave
- 1 positions vacant – member identified
- 1 position filled as of May 7th
- 3 members awaiting transfer out

Current Full Time Employee (FTE) - 12.9 members

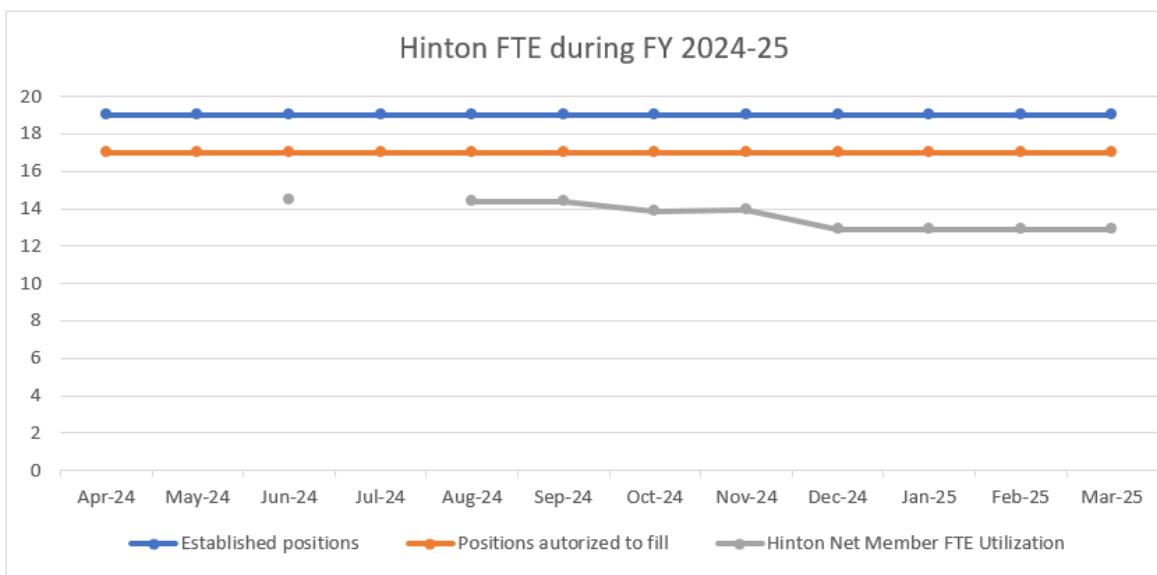


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FTE throughout 2024/25 Fiscal Year

	Q1			Q2			Q3			Q4		
	P13	P14	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Established positions	19	19	19	19	19	19	19	19	19	19	19	19
Positions authorized to fill	17	17	17	17	17	17	17	17	17	17	17	17
Hinton Net Member FTE Utilization			14.5		14.39	14.38	13.86	13.96	12.9	12.9	12.9	12.9





Cost Per Member

The approximate number would be the per capita Rate. It is standardized for all Muni Under, as it takes into consideration a sum of all their pooled costs.

As of Q4, the Per capita rate at 70% partner share for muni under was **\$173,630** (Not including location specific costs).

Per capita Rate (Cost Per Member) 100%	206,115	217,036	248,042
Per capita Rate (Cost Per Member) 70%	144,280	151,926	173,630
Hinton Established Positions	19.00	19.00	19.00
Hinton Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	17.68	15.31	12.90
Estimated Pooled Direct and Indirect Costs for Hinton	<hr/> 2,550,877	2,325,979	2,240,253



Costs of Policing to the Town of Hinton

Dec 2024 – estimated cost of policing

Estimated 2024-25 Quarterly Invoices		
Quarter 1 (April 1, 2024 - June 30, 2025)	\$	768,470
Quarter 2 (July 1, 2024 - September 30, 2024)	\$	768,470
Quarter 3 (October 1, 2024- December 31, 2024)	\$	768,470
Quarter 4 (January 1, 2024 - March 31, 2025)	\$	768,470

May 2025 – estimated cost of policing based on updated FTE

Quarterly Invoice Amount	24-25 Estimated Quarterly Invoice
Quarter 1 (April 1, 2024 June 30, 2024)	\$ 768,470
Quarter 2 (July 1, 2024 - September 30, 2024)	\$ 768,470
Quarter 3 (October 1, 2024- December 31, 2024)	\$ 618,470
Quarter 4 (January 1, 2025 - March 31, 2025)	\$ 468,470
	\$ 2,623,880

Based on FTE levels, this is a \$450,000 difference from the initial anticipated cost of policing to the TOH.



Request the Town of Hinton Unfreeze one position with a focus on traffic enforcement and education

- 2023/2024 - Traffic enforcement was being done by Alberta Sheriffs (highways), Provincial RCMP from Edson (highways), Photo Enforcement (within town), Hinton Municipal Enforcement (within town) and Hinton RCMP (highways and within town)
- 2025 - No contract for photo enforcement, Hinton Municipal Enforcement has one officer, Edson Traffic Unit spent 3 days within Hinton in March. All other units complete enforcement on Provincial Highways (not within town).
- **GOAL: Increase Traffic Enforcement and Education within the Town of Hinton – both of which are identified priorities for the Detachment**



Statistics from Edson RCMP Traffic Services

March 2025

ENFORCEMENT DETAILS BY DETACHMENT AREA:

Detachment	CC Impaireds	IRS FAIL - NO CC	IRS WARN/Zero/24hr	Other CC/CDSA	Alc / Cannabis	Seatbelts	Distracted	Aggressive	Others	Total	Intel / Street Checks	Warrants Executed
EDSON	1	3	4	0	2	4	1	120	29	164	1	1
HINTON	0	0	0	0	0	1	0	19	4	24	0	0
JASPER	0	0	0	0	0	0	0	13	0	13	0	0
EVANSBURG	0	0	0	0	2	0	0	23	6	31	0	0
GRAND CACHE	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	3	4	0	4	5	1	175	39	232	0	1

Edson Current Staffing

Unit Strength	Cst #	3
	Cpl #	1
	Sgt #	1
Vacancies	Cst #	2



Funding a Traffic Position

What does that look like?

The member posted to this positions would be utilized in the following ways:

- Conduct traffic enforcement within the Town of Hinton and surrounding Highways (primarily focused within the Town of Hinton)
- Complete/Organize check-stops on long weekends and Christmas Season with a focus on impaired driving
- Attend school functions and provide education on impaired driving as well as distracted driving
- Complete traffic operations in partnership with Hinton Municipal Enforcement, Alberta Sheriffs and CN Police.
- Required to report monthly to the Detachment Commander on stats from traffic enforcement, JFOs (Joint Force Operations) and educational initiatives.





Increased Revenue to Town of Hinton

Through the funding of a position focused on traffic enforcement there can be an anticipated revenue increase to the Town of Hinton.

- Fines collected on violation tickets issued for traffic offences that occur within the municipality belong to the municipality if it has a population greater than 5,000 and pays for its policing.
- 20% is added to the specified penalty and designated to the Victims of Crime and Public Safety Fund
- 40% of the specified penalty goes to the Province
- 60% of the specified penalty goes to the Municipality

Example: \$120 ticket, \$20 to Victim of Crime Fund, \$40 retained by the province, \$60 paid to Municipality





Questions?

**Traffic Safety is
everyone's responsibility.
The RCMP, in collaboration
with the Town of Hinton, is
committed to making our roads
safer for everyone.**





TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **RESERVE DISPOSAL – 176 CHEVIOT DRIVE**

Recommended Action(s)

That Council direct Administration to initiate the reserve disposal process required to remove the reserve designation from Plan 5662RS, Block 13, Lot R1 (176 Cheviot Drive).

And, that Council direct Administration to schedule a public hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

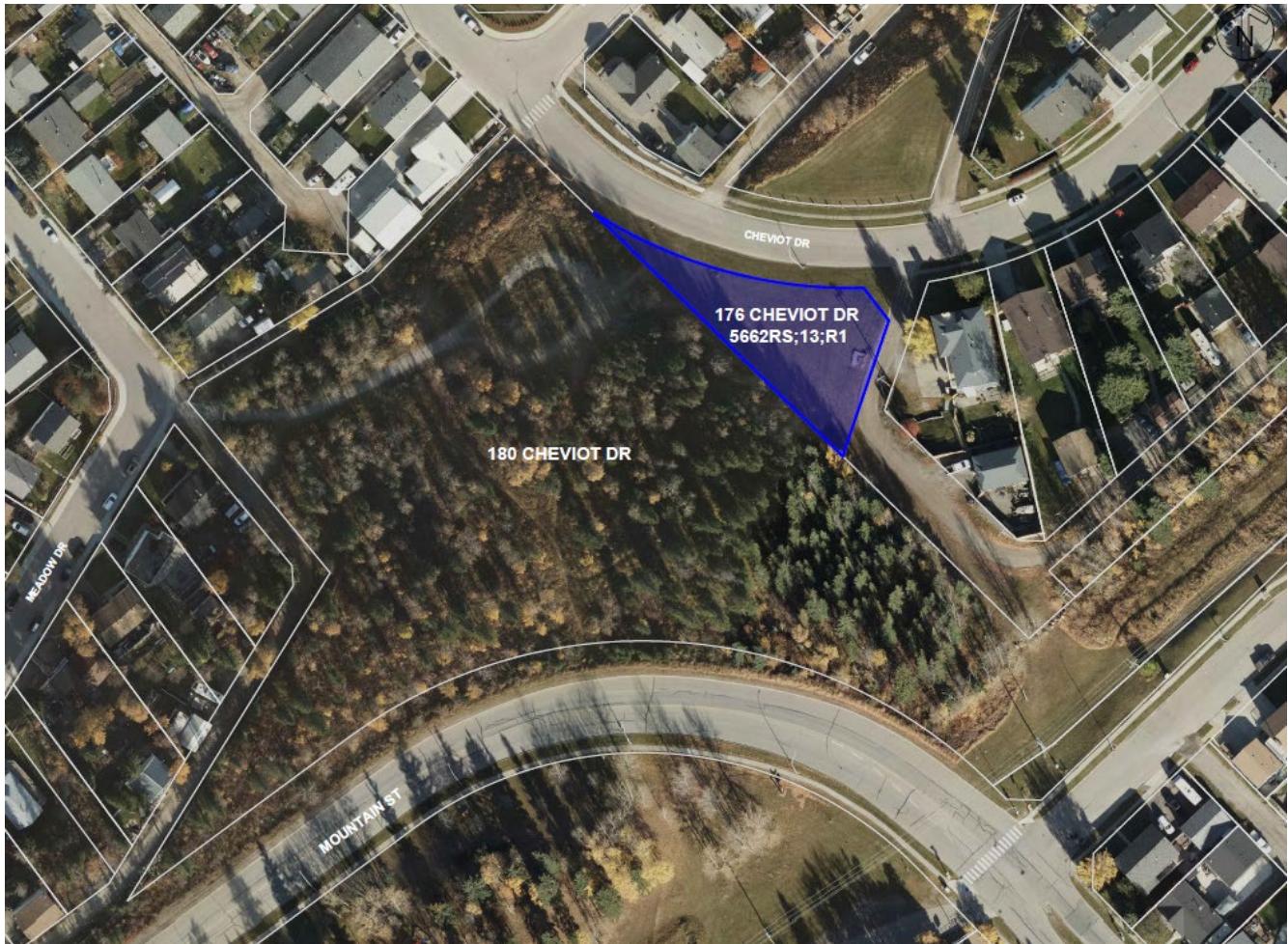
At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

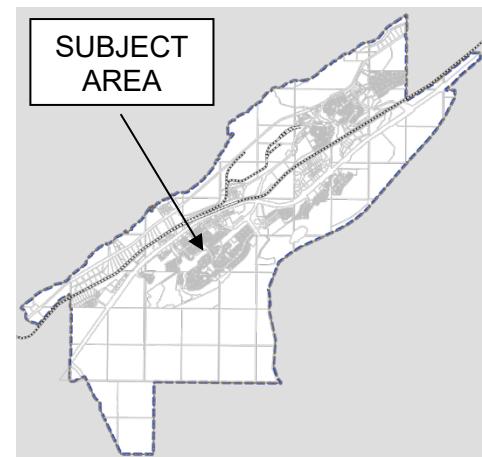
Access to 180 Cheviot Drive will be needed by a future proponent to support development and will depend on the proposed development. Currently, this site is accessed via a narrow gravel road from Meadow Drive. Access might be possible from Mountain Street; however, slopes and sight lines are challenging so Mountain Street access may not be viable.

An additional option for access is to dispose of the reserve designation for 176 Cheviot Drive and convert it to road right of way. Road right of way allows the Town of Hinton to maintain access to infrastructure below, plus much of the existing grassed green space would remain in place aside from any potential road access to 180 Cheviot Drive.



SUBJECT LANDS

Civic Address: 176 Cheviot Drive
Legal Address: Lot R1, Block 13, Plan 5662RS
Zoning: P-PRK – Parks and Recreation District



Implications of Decision

Financial Implications	N/A
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Level of Service Implications

None.

Public Engagement Implications

As required by the Municipal Government Act (MGA), the reserve disposal process includes advertising, notifications, a posting on the land itself, and a public hearing; after which Council may vote on the decision to dispose of the reserve. The recommended public hearing date is July 15, 2025.

Communications

The public hearing on the reserve disposal will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025, and June 19, 2025) and will be posted on the Town website, Facebook, and sent out by CivicSend. The public hearing notice will also be circulated to adjacent affected neighbours.

Risk/Liability Implications

Legislative Implications	
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Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.674, S.675, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council direct Administration to initiate the reserve disposal process required to remove the reserve designation from Plan 5662RS, Block 13, Lot R1 (176 Cheviot Drive).

And, that Council direct Administration to schedule a public hearing on July 15, 2025, at 4 p.m. in Council Chambers.

2. That Council accepts this report for information (reserve will remain in place).
3. That Council provides Administration with alternate direction.

Attachment(s)

1. None



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **LAND USE BYLAW AMENDMENT NO. 1088-21**

Recommended Action

That Council give Land Use Bylaw No. 1088-21 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

The proposed amendment to Bylaw No.1088- 21 will rezone 201 MacLeod Avenue (Lot 37, Block 16, Plan 1980 KS) from R-S2 Residential Standard Lot District to R-M1 Low Density Multiple Dwelling Residential District (Attachment 1).

All the Uses listed in the R-S2 district of the Land Use Bylaw are the same as the R-M1 district, with the exception of "Townhouse".

Permitted Uses	Discretionary Uses
Accessory Building/Structure	Home Occupation
Duplex Dwelling	Secondary Suite (Internal/External)
Park	Single Detached Dwelling
Public Utility (Minor)	Those uses which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District
Row House	
Semi-detached Dwelling	
Townhouse	

This amendment is for First Reading only and is a required step to initiate the Public Hearing procedure.

Implications of Decision

Financial Implications	N/A
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Level of Service Implications

None.

Public Engagement Implications

A Public Hearing must be held prior to Second Reading of Land Use Bylaw No.1088-21. The recommended Public Hearing date is July 15, 2025.

Communications

The Public Hearing for Bylaw No. 1088-21 will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025 and June 19, 2025) and will be posted on the Town website, Facebook page, and sent via Civicsend. The bylaw will also be circulated to adjacent neighbours for feedback.

Risk/Liability Implications

Administration recommends Council give First Reading to the bylaw amendment in order to initiate the public hearing process.

Legislative Implications

Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	Yes	The Land Use Bylaw No. 1088. The purpose of the Land Use Bylaw is to regulate land use and development within Hinton in order to achieve orderly growth.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council give Land Use Bylaw No. 1088-21 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
2. That Council give Land Use Bylaw No. 1088-21 First Reading, as amended and direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
3. That Council provides Administration with alternate direction.

Attachment(s)

1. Proposed Bylaw Amendment No.1088-21 including Schedule A



TOWN OF HINTON BYLAW NO. 1088-21

BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW No.1088 THE LAND USE BYLAW IN THE SAID TOWN

WHEREAS

The Land Use Bylaw for the Town of Hinton was adopted on the 6th day of September, 2016, Bylaw No. 1088, which was initiated under the Authority of Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 current as amended from time to time.

AND WHEREAS

Authority for Amendments is provided for by Part 17 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 current as amended from time to time.

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That Land Use Bylaw No. 1088 hereby amended by the following changes:

Lot 37, Block 16, Plan 1980 KS; 201 MacLeod Avenue
FROM: R-S2 – Residential Standard Lot District
TO: R-M1 – Low Density Multiple Dwelling Residential District

As shown on Schedule A

2. This Bylaw shall take effect on the day of final passing thereof.
3. This Bylaw was advertised in the Hinton Voice on June 12 and 19, 2025, and the Public Hearing was held on _____, 2025.

READ a first time this 3 day of June 2025.

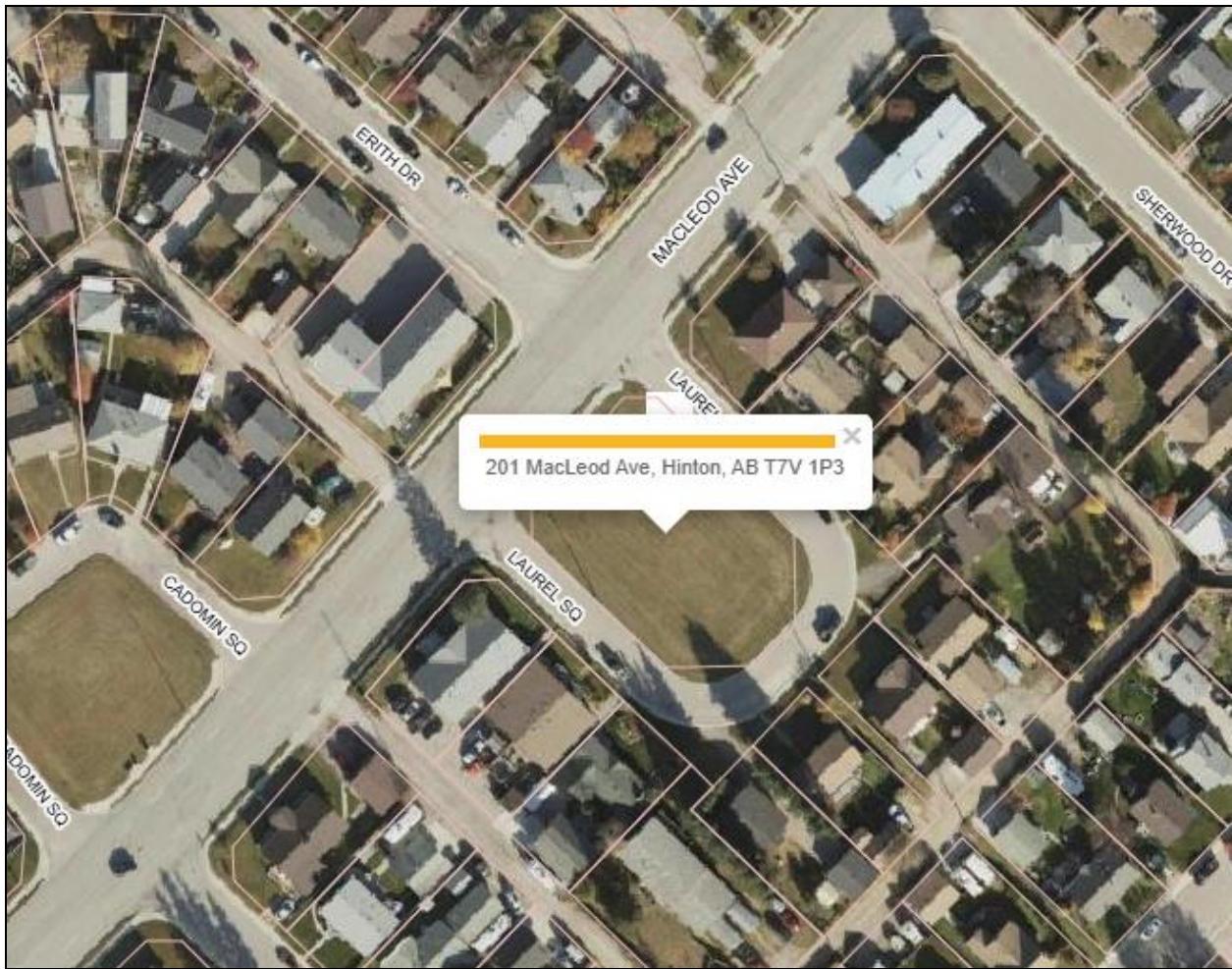
READ a second time this _____ day of _____ 2025.

READ a third time this _____ day of _____ 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Town of Hinton
Bylaw 1088-21
SCHEDULE 'A'**



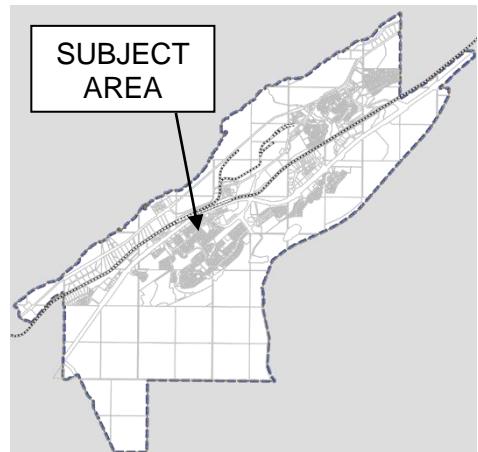
SUBJECT LANDS

Civic Address: 201 MacLeod Avenue

Legal Address: Lot 37, Block 16, Plan 1980 KS

Current: R-S1 – Residential Standard Lot District

Proposed: R-M1 – Low Density Multiple Dwelling Residential District





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **LAND USE BYLAW AMENDMENT NO. 1088-22**

Recommended Action

That Council give Land Use Bylaw No. 1088-22 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

The proposed amendment to Bylaw No.1088-22 will rezone 180 Cheviot Drive (Lot 25, Block 13, Plan 002 3661) from P-PRK Parks and Recreation District to R-M2 Medium to High Density Multiple Dwelling Residential District (Attachment 1).

The following are the Permitted and Discretionary Uses listed in the R-M2 district within the Land Use Bylaw.

Permitted Uses	Discretionary Uses
Multi-Dwelling Unit Development (up to four (4) Storeys)	Accessory Building/Structure Home Occupation Multi-Dwelling Unit Development (over four (4) Storeys)
Park	
Public Utility (Minor)	
Stacked Townhouse	Those uses which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District

This amendment is for First Reading only and is a required step to initiate the Public Hearing procedure.

Implications of Decision

Financial Implications N/A

Level of Service Implications

None

Public Engagement Implications

A Public Hearing must be held prior to Second Reading of Land Use Bylaw No.1088-22. The recommended Public Hearing date is July 15, 2025.

Communications

The Public Hearing on Bylaw No.1088-22 will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025 and June 19, 2025) and will be posted on the Town website, Facebook page, and sent via Civicsend. The bylaw will also be circulated to adjacent neighbours for feedback.

Risk/Liability Implications

Administration recommends Council give First Reading to the bylaw amendment, to initiate the public hearing process.

Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	Yes	Land Use Bylaw No.1088. The purpose of the Land Use Bylaw is to regulate land use and development within Hinton in order to achieve orderly growth.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council give Land Use Bylaw No.1088-22 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
2. That Council give Land Use Bylaw No.1088-22 First Reading, as amended and direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
3. That Council provides Administration with alternate direction.

Attachment(s)

1. Proposed Bylaw Amendment No.1088-22 including Schedule A



TOWN OF HINTON BYLAW NO. 1088-22

BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW No.1088 THE LAND USE BYLAW IN THE SAID TOWN

WHEREAS

The Land Use Bylaw for the Town of Hinton was adopted on the 6th day of September, 2016, Bylaw No. 1088, which was initiated under the Authority of Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 current as amended from time to time.

AND WHEREAS

Authority for Amendments is provided for by Part 17 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 current as amended from time to time.

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That Land Use Bylaw No. 1088 hereby amended by the following changes:

Lot 25, Block 13, Plan 002 3661; 180 Cheviot Drive
FROM: P-PRK – Parks and Recreation
TO: R-M2 – Medium to High Density Multiple
Dwelling Residential District

As shown on Schedule A

2. This Bylaw shall take effect on the day of final passing thereof.
3. This Bylaw was advertised in the Hinton Voice on June 12 and 19, 2025, and the Public Hearing was held on _____, 2025.

READ a first time this 3 day of June 2025.

READ a second time this _____ day of _____ 2025.

READ a third time this _____ day of _____ 2025.

MAYOR

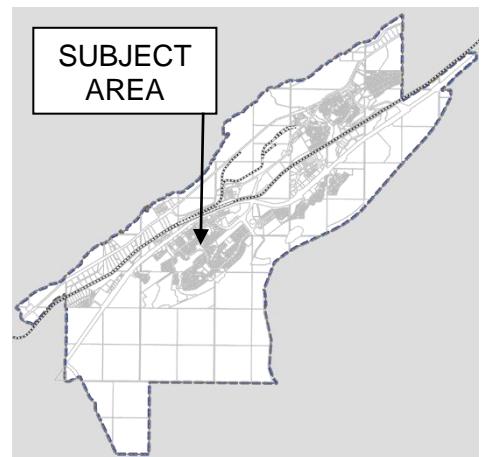
CHIEF ADMINISTRATIVE OFFICER

**Town of Hinton
Bylaw 1088-22
SCHEDULE 'A'**



SUBJECT LANDS

Civic Address: 180 Cheviot Drive
Legal Address: Lot 25, Block 13, Plan 002 3661
Current: P-PRK – Parks and Recreation District
Proposed: R-M2 – Medium to High Density Multiple Dwelling Residential District





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **LAND USE BYLAW AMENDMENT NO. 1088-23**

Recommended Action

That Council give Land Use Bylaw No. 1088-23 First Reading, and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

At their Spring Strategic Planning Session on February 27, 2025, Council reviewed the Infill Land Opportunities for the Tier 1 parcels and discussed preferred options for rezoning each parcel. The aim of rezoning these properties is to create opportunities for residential and/or commercial development.

At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

The proposed amendment to Bylaw No.1088- 23 will rezone 190 Maurer Drive (Lot 2, Block 4, Plan 152 0289) from P-PRK Parks and Recreation District to R-S3 Residential Narrow Lot District (Attachment 1).

The following are the Permitted and Discretionary Uses listed in the R-S3 district within the Land Use Bylaw.

Permitted Uses	Discretionary Uses
Accessory Building/Structure	Home Occupation
Park	Manufactured Home
Public Utility (Minor)	Secondary Suite
Semi-detached Dwelling	Those uses which in the opinion of the Development
Single Detached Dwelling	Authority are similar to the Permitted or Discretionary
	Uses, and which conform to the general purpose and
	intent of the District

This amendment is for First Reading only and is a required step to initiate the Public Hearing procedure.

Implications of Decision

Financial Implications	N/A
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Level of Service Implications

None.

Public Engagement Implications

A Public Hearing must be held prior to Second Reading of Land Use Bylaw No.1088-23. The recommended Public Hearing date is July 15, 2025.

Communications

The Public Hearing on Bylaw No.1088-23 will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025 and June 19, 2025) and will be posted on the Town website, Facebook page, and sent out via Civicsend. The bylaw will also be circulated to adjacent neighbours for feedback.

Risk/Liability Implications

Administration recommends Council give First Reading to the bylaw amendment to initiate the public hearing process.

Legislative Implications	
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Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	Yes	The Land Use Bylaw No. 1088. The purpose of the Land Use Bylaw is to regulate land use and development within Hinton, to achieve orderly growth.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council give Land Use Bylaw No.1088-23 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
2. That Council give Land Use Bylaw No.1088-23 First Reading, as amended and direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
3. That Council provides Administration with alternate direction.

Attachment(s)

1. Proposed Bylaw Amendment No. 1088-23 including Schedule A



TOWN OF HINTON BYLAW NO. 1088-23

BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW No.1088 THE LAND USE BYLAW IN THE SAID TOWN

WHEREAS

The Land Use Bylaw for the Town of Hinton was adopted on the 6th day of September, 2016, Bylaw No. 1088, which was initiated under the Authority of Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 current as amended from time to time.

AND WHEREAS

Authority for Amendments is provided for by Part 17 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 current as amended from time to time.

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That Land Use Bylaw No. 1088 hereby amended by the following changes:

Lot 2, Block 4, Plan 152 0289; 190 Maurer Drive
FROM: P-PRK – Parks and Recreation
TO: R-S3 – Residential Narrow Lot District

As shown on Schedule A

2. This Bylaw shall take effect on the day of final passing thereof.
3. This Bylaw was advertised in the Hinton Voice on June 12 and 19, 2025, and the Public Hearing was held on _____, 2025.

READ a first time this 3 day of June 2025.

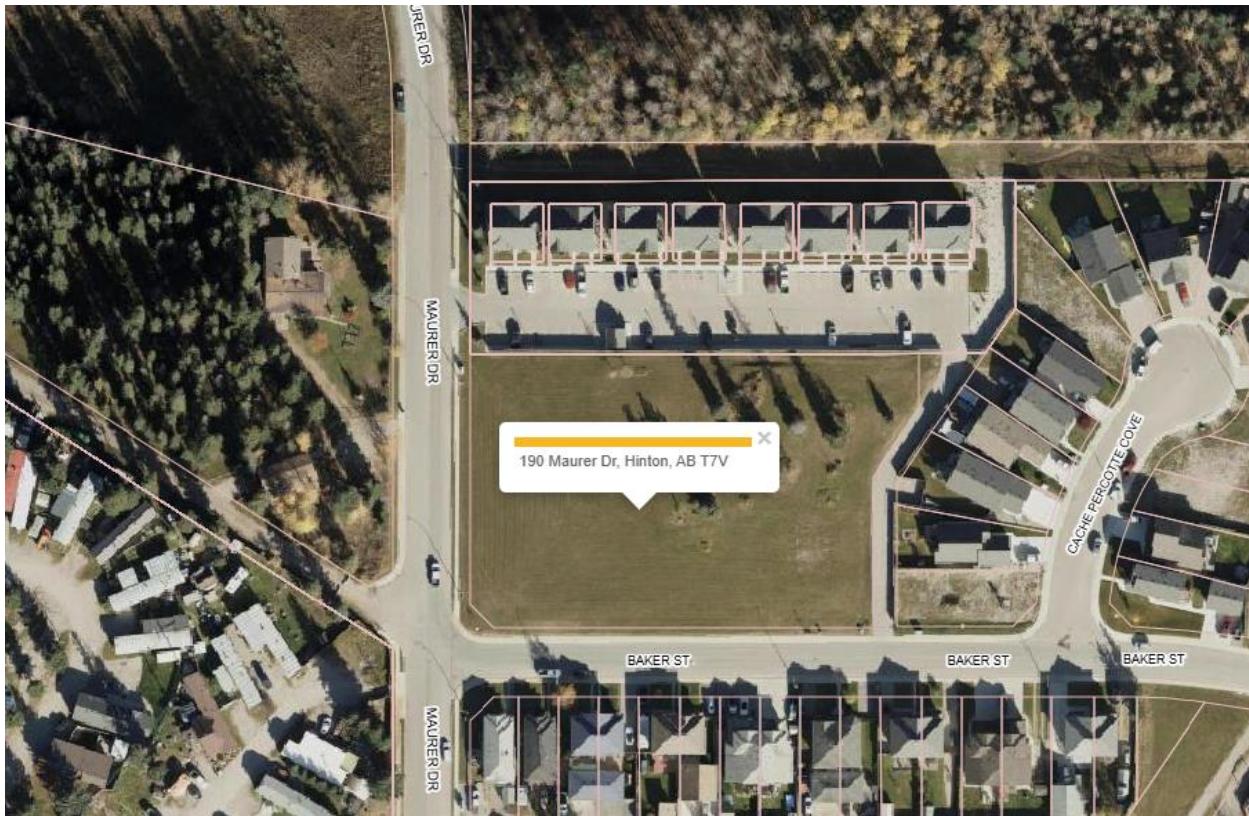
READ a second time this _____ day of _____ 2025.

READ a third time this _____ day of _____ 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Town of Hinton
Bylaw 1088-23
SCHEDULE 'A'**



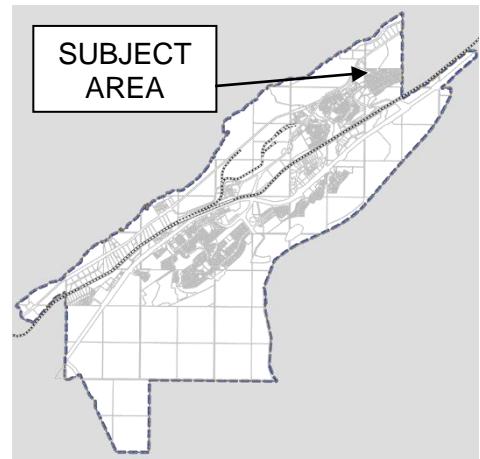
SUBJECT LANDS

Civic Address: 190 Maurer Drive

Legal Address: Lot 2, Block 4, Plan 152 0289

Current: P-PRK – Parks and Recreation District

Proposed: R-S3 – Residential Narrow Lot District





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **LAND USE BYLAW AMENDMENT NO. 1088-24**

Recommended Action

That Council give Land Use Bylaw No. 1088-24 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

The proposed amendment to Bylaw No.1088-24 will rezone 117, 119, 123, 125, 129 & 133 Rowan Street Lot(s) 2-6, Block 18, Plan 5284 K.S. and Lot 13, Block 19, Plan 242 1243 from P-PRK Parks and Recreation District to C-NOD Urban Node Commercial District (Attachment 1).

The following are the Permitted and Discretionary Uses listed in the C-NOD district within the Land Use Bylaw.

Permitted Uses	Discretionary Uses
Animal Service Centre Brewpub Cannabis Retail Eating or Drinking Establishment (Major/Minor) Entertainment Establishment General Office Grocery Store Hotel/Motel Liquor Store Medical Clinic Park Personal Service Establishment Public Utility (Minor) Retail Store (Small/General) Veterinary Clinic	Accessory Building/Structure Car Wash Service Station Care Facility (Day/Family/Group) Commercial School Gas Station Indoor Recreation Multi-Dwelling Unit Development (up to 4 Storeys) Places of Assembly Residential dwelling unit(s) above street level Service Station (Minor) Stacked Townhouse Those uses which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District

This amendment is for First Reading only and is a required step to initiate the Public Hearing procedure.

Implications of Decision

Financial Implications	N/A
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Level of Service Implications

None.

Public Engagement Implications

A Public Hearing must be held prior to Second Reading of Land Use Bylaw No.1088-24. The recommended Public Hearing date is July 15, 2025.

Communications

The Public Hearing on Bylaw No.1088-24 will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025 and June 19, 2025) and will be posted on the Town website, Facebook page, and sent via Civicsend. The bylaw will also be circulated to adjacent neighbours for feedback.

Risk/Liability Implications

Administration recommends Council give First Reading to the bylaw amendment to initiate the public hearing process.

Legislative Implications	
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Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	Yes	The Land Use Bylaw No. 1088. The purpose of the Land Use Bylaw is to regulate land use and development within Hinton, to achieve orderly growth.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council give Land Use Bylaw No.1088-24 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
2. That Council give Land Use Bylaw No.1088-24 First Reading, as amended and direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
3. That Council provides Administration with alternate direction.

Attachment(s)

1. Proposed Bylaw Amendment No. 1088-24 including Schedule A



TOWN OF HINTON BYLAW NO. 1088-24

BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW No.1088 THE LAND USE BYLAW IN THE SAID TOWN

WHEREAS

The Land Use Bylaw for the Town of Hinton was adopted on the 6th day of September, 2016, Bylaw No. 1088, which was initiated under the Authority of Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 current as amended from time to time.

AND WHEREAS

Authority for Amendments is provided for by Part 17 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 current as amended from time to time.

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That Land Use Bylaw No. 1088 hereby amended by the following changes:

**Lot(s) 2-6, Block 18, Plan 5284 K.S. and Lot 13, Block 19, Plan 242 1243;
117, 119, 123, 125, 129 & 133 Rowan Street**
FROM: P-PRK – Parks and Recreation District
TO: C-NOD – Urban Node Commercial District

As shown on Schedule A

2. This Bylaw shall take effect on the day of final passing thereof.
3. This Bylaw was advertised in the Hinton Voice on June 12 and 19, 2025, and the Public Hearing was held on _____, 2025.

READ a first time this 3 day of June 2025.

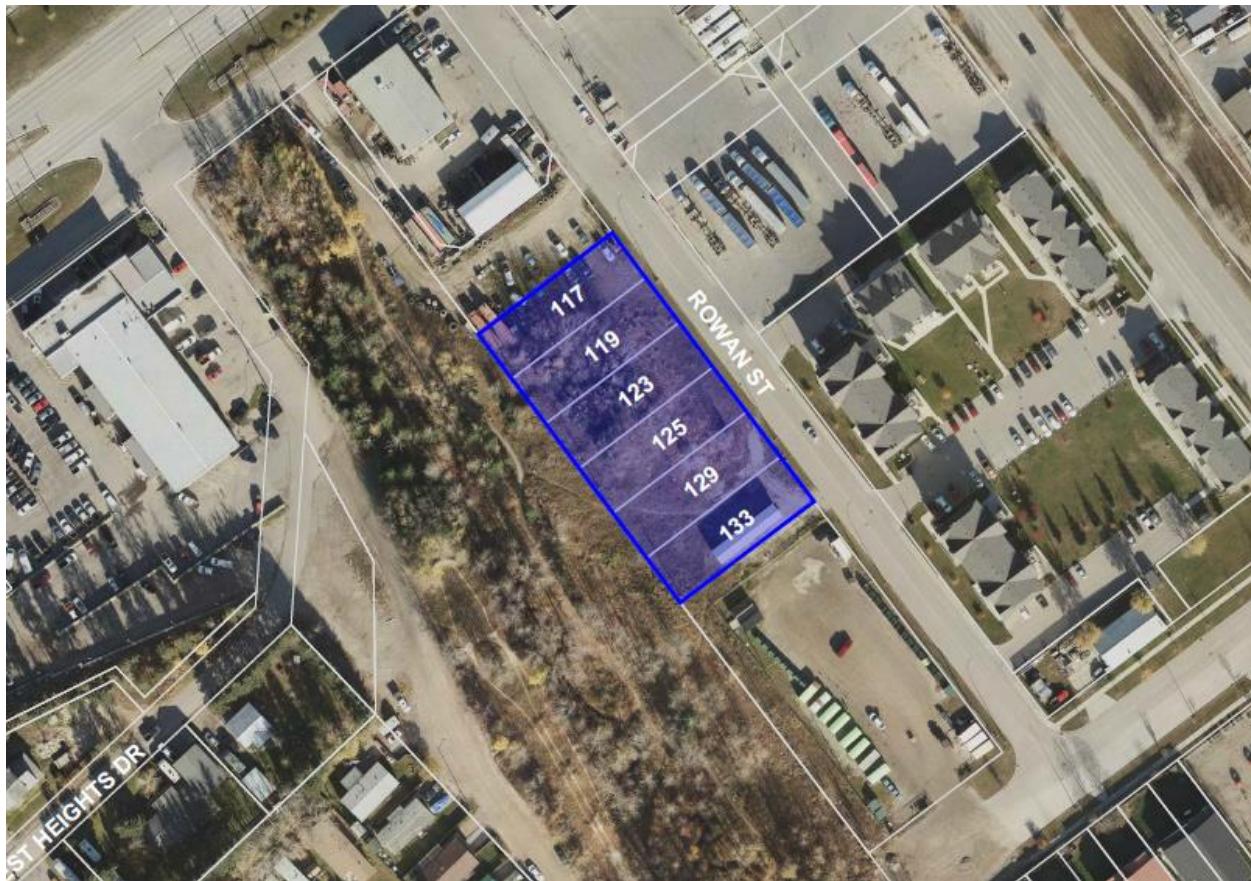
READ a second time this _____ day of _____ 2025.

READ a third time this _____ day of _____ 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Town of Hinton
Bylaw 1088-24
SCHEDULE 'A'**



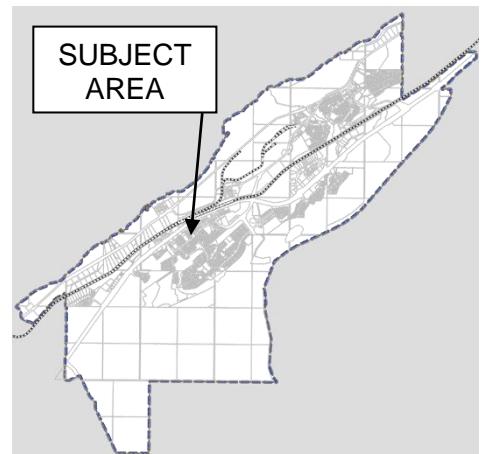
SUBJECT LANDS

Civic Address: 117 – 133 Rowan Street

Legal Address: Lot(s) 2-6, Block 18, Plan 5284 K.S. and Lot 13, Block 19, Plan 242 1243

Current: P-PRK – Parks and Recreation District

Proposed: C-NOD – Urban Node Commercial District





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE Regular Meeting of Council of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development & Infrastructure Services
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **LAND USE BYLAW AMENDMENT NO. 1088-25**

Recommended Action

That Council give Land Use Bylaw No. 1088-25 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.

Background

At the Committee of the Whole Meeting of April 22, 2025, Council made the following motion:

That Committee direct Administration to proceed and commence with rezoning and subdivision of the subject Infill Lands Development Tier #1 parcels and bring to a future Regular Council meeting, as discussed. Carried unanimously.

Analysis

The proposed amendment to Bylaw No.1088- 25 will rezone 143 Rowan Street (Lot 7, Block 19, Plan 112 4128) from P-COM Community Services District to C-NOD Urban Node Commercial District (Attachment 1).

It shall be noted that the Town of Hinton has received a request from the Yellowhead Emergency Shelter for Women to obtain the parcel of land by donation and that Administration will prepare a report to Council in the near future for review and decision. The C-NOD zoning does accommodate Care Facility (Group) as a Discretionary Use.

The following are the Permitted and Discretionary Uses listed in the C-NOD district within the Land Use Bylaw.

Permitted Uses	Discretionary Uses
Animal Service Centre	Accessory Building/Structure
Brewpub	Car Wash Service Station
Cannabis Retail	Care Facility (Day/Family/Group)
Eating or Drinking Establishment (Major/Minor)	Commercial School
Entertainment Establishment	Gas Station
General Office	Indoor Recreation
Grocery Store	Multi-Dwelling Unit Development (up to 4 Storeys)
Hotel/Motel	Places of Assembly
Liquor Store	Residential dwelling unit(s) above street level
Medical Clinic	Service Station (Minor)
Park	Stacked Townhouse
Personal Service Establishment	Those uses which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses, and which conform to the general purpose and intent of the District
Public Utility (Minor)	
Retail Store (Small/General)	
Veterinary Clinic	

This amendment is for First Reading only and is a required step to initiate the Public Hearing procedure.

Implications of Decision

Financial Implications	N/A
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Level of Service Implications

None.

Public Engagement Implications

A Public Hearing must be held prior to Second Reading of Land Use Bylaw No.1088-25. The recommended Public Hearing date is July 15, 2025.

Communications

The Public Hearing on Bylaw No.1088-25 will be advertised in the Voice newspaper for two consecutive issues (June 12, 2025 and June 19, 2025) and will be posted on the Town website, Facebook page, and sent out via Civicsend. The bylaw will also be circulated to adjacent neighbours for feedback.

Risk/Liability Implications

Administration recommends Council give First Reading to the bylaw amendment in order to initiate the public hearing process.

Legislative Implications	
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Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Key Principles – Customer and Solution Focused.
Municipal Policies or Bylaws	Yes	Land Use Bylaw No. 1088. The purpose of the Bylaw is to regulate land use and development within Hinton in order to achieve orderly growth.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

Options / Alternatives

1. That Council give Land Use Bylaw No.1088-25 First Reading; and that Council direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers.
2. That Council give Land Use Bylaw No.1088-25 First Reading, as amended and direct Administration to schedule a Public Hearing on July 15, 2025, at 4 p.m. in Council Chambers
3. That Council provides Administration with alternate direction.

Attachment(s)

1. Proposed Bylaw Amendment No. 1088-25 including Schedule A



TOWN OF HINTON BYLAW NO. 1088-25

BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW No.1088 THE LAND USE BYLAW IN THE SAID TOWN

WHEREAS

The Land Use Bylaw for the Town of Hinton was adopted on the 6th day of September, 2016, Bylaw No. 1088, which was initiated under the Authority of Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 current as amended from time to time.

AND WHEREAS

Authority for Amendments is provided for by Part 17 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 current as amended from time to time.

NOW THEREFORE the Municipal Council of the Town of Hinton in session duly assembled hereby enacts as follows:

1. That Land Use Bylaw No. 1088 hereby amended by the following changes:

Lot 7, Block 19, Plan 112 4128; 143 Rowan Street
FROM: P-COM – Community Services District
TO: C-NOD – Urban Node Commercial District

As shown on Schedule A

2. This Bylaw shall take effect on the day of final passing thereof.
3. This Bylaw was advertised in the Hinton Voice on June 12 and 19, 2025, and the Public Hearing was held on _____, 2025.

READ a first time this 3 day of June 2025.

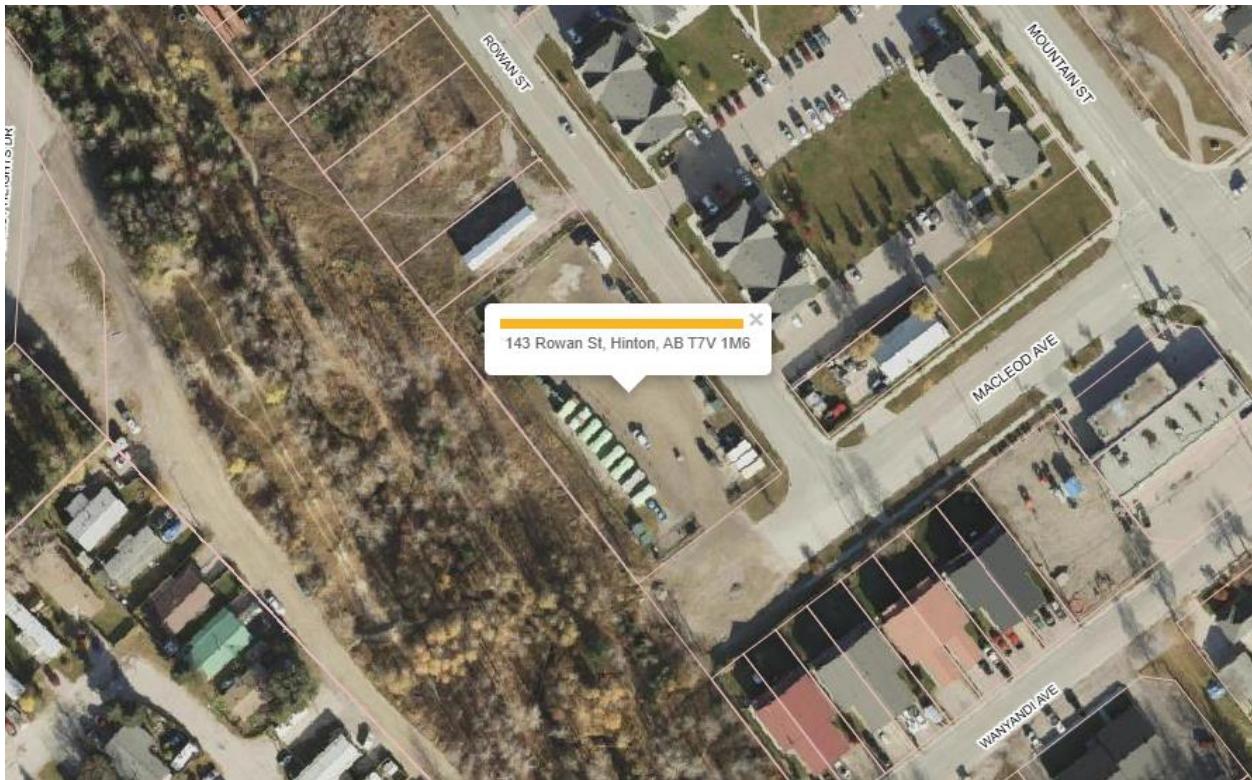
READ a second time this _____ day of _____ 2025.

READ a third time this _____ day of _____ 2025.

MAYOR

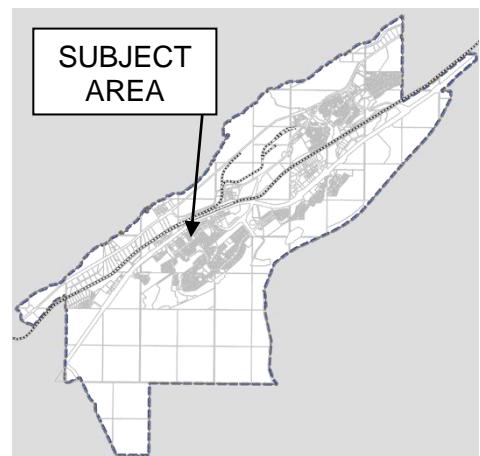
CHIEF ADMINISTRATIVE OFFICER

**Town of Hinton
Bylaw 1088-25
SCHEDULE 'A'**



SUBJECT LANDS

Civic Address: 143 Rowan Street
Legal Address: Lot 7, Block 19, Plan 112 4128
Current: P-COM – Community Services District
Proposed: C-NOD – Urban Node Commercial District





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Regular Council Meeting of June 3, 2025
PRESENTED BY: Trent McLaughlin, Director of Development and Infrastructure
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **GOLF CLUBHOUSE HVAC REPLACEMENT**

Recommended Action

That Council accept the Golf Course Clubhouse Building Condition Assessment as information and that Administration proceed with the capital budget item of replacing the HVAC system in the clubhouse.

Background

During budget deliberations Council reviewed a Capital Project Profile (CPP) to replace the HVAC system in the Hinton Golf Course Clubhouse. Council approved the CPP and incorporated \$350,000 into the Capital Project Budget. Council requested a building condition assessment of the clubhouse be conducted prior to the project advancing. Administration had Associated Engineering complete a building assessment, which is attached to this report.

The Associated Engineering report found the building to be in decent condition. The report noted a few other items which Administration will follow-up on with the Town's building maintenance group. The report did not contain any significant problems that would indicate the HVAC replacement should not proceed.

Analysis

Administration has received quotations for the HVAC replacement and is ready to proceed with awarding the work. The capital estimate of \$350,000 is still considered appropriate for the project. It is anticipated that delivery of the mechanical components could take 6 to 8 weeks.

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	N/A
Capital Cost	\$350,000 already in 2025 capital budget
Budget Available	\$350,000
Source of Funds	2025 Capital Budget
Unbudgeted Costs	No

Legislative Implications	N/A
--------------------------	-----

Level of Service Implications

Written by: Trent McLaughlin, Director of Development & Infrastructure Services

The golf course clubhouse is struggling to provide services on hot days due to the heat in the building. This project is important for the clubhouse to remain open and offer facilities for functions.

Options / Alternatives

1. That Council accept the Golf Course Clubhouse Building Condition Assessment as information and that Administration proceed with the capital budget item of replacing the HVAC system in the clubhouse.
2. That Council accept the Golf Course Clubhouse Building Condition Assessment as information and cancel the capital budget item of replacing the HVAC system in the clubhouse.
3. That Council provide alternate direction.

Attachment(s)

Attachment 1: Associated Engineering DRAFT Report - Hinton Golf Course



Associated
Engineering

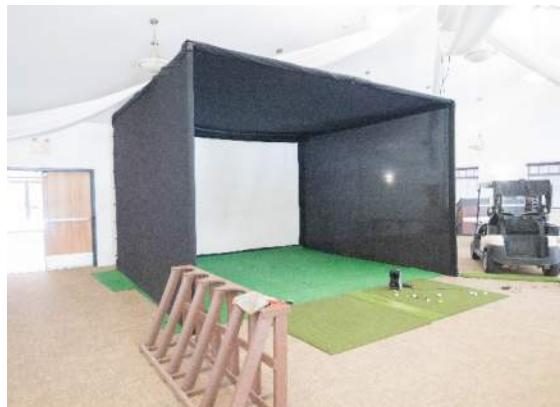
GLOBAL PERSPECTIVE.
LOCAL FOCUS.

Draft

REPORT

Town of Hinton

Hinton Golf Course



APRIL 2025



Platinum
member

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EXECUTIVE SUMMARY

There are condition concerns about Hinton Golf Club's Clubhouse and what future work, or repairs will be required to the facility. Funding was requested to replace the existing heating & cooling system in the facility, however a review of the condition of the facility was requested.

The facility which was built approximately 15 years ago overall is in decent condition. A few code issues have been identified and noted in the report, however there are no major life safety items which would require the facility to be shut-down or determined not occupiable. Multiple items related to either maintenance practices or due to the initial design of the facility have been noted and improvements or replacements recommended.

The recommendations as well as opinion of probable costs have been included for the individual items.

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Town of Hinton

1 INTRODUCTION

On February 13th, 2025 members of Associated were on-site with members of the Hinton Golf Clubhouse and the Town of Hinton. Associated was retained to conduct an on-site visual review and assessment for the architectural, structural, mechanical building, and electrical systems, as it relates to the building condition report.

No existing drawings for the building were provided for Associated's review.

Associated Engineering:

BR2 Architecture:	Shaun Visser,
Asset Management:	Ryan Woodhouse
Structural:	Paige Cline, P.Eng.
Mechanical Building:	Joey Balko, P.Eng.
Electrical:	Luc Blanchette, P.Eng.

Following the field condition assessment, the resulting information was aggregated and summarized with condition, priority, recommendation for maintenance, and budgetary cost estimates.

In more detail the assessment was focused on evaluating the condition of the following areas and systems:

- Building interior finishes, including doors and hardware, flooring, wall finishes, and ceiling finishes, as required.
- Building envelope, including roof inspection, as required.
- Structural systems of the building.
- Building mechanical systems and components, including ventilation, humidity control, heating, cooling, and domestic water plumbing fixtures. Underground piping was not reviewed.
- Electrical systems and components, including the existing lighting system, emergency lighting, fire alarm system, security system, and electrical distribution.

The review was conducted on a visual basis only as no building documents were available and no destructive testing occurred.

2 ARCHITECTURAL

2.1 On-site Conditions

The golf Club house was constructed approximately 15 years ago and is sited at the base of the Rocky Mountains. The orientation of the clubhouse is aligned to give visitors a stunning and relaxing view of the 18th green. The Club house is a 2 storey building that is designed to work with the topography of the site. The surrounding grade of the facility is primary gravel with concrete stoops at entry and exit locations. With this semi permeable material surrounding the building, maintenance and grading should be monitored and addressed annually.

Photo 1



The exterior of the building is clad in a lap siding product that could be cementitious or composite in nature. This type of cladding provided durability and can provide added fire resistance to the exterior of the building. The trim and soffit accents are metal clad and provide a durable and long-lasting finish. The finishes are in good condition with the most wear and damage on the lower levels where the highest traffic is encountered. The roof of the facility is composed of a lap shingle product that appears to be either an asphalt or fibreglass-based product. This material will provide good performance for 15 – 20 years depending on the quality and should be expected to perform to that life cycle expectation the windows appear to be PVC or fibreglass units with double glazed sealed glass. These windows are an economical product that perform well in this environment. The doors are a combination of anodized aluminum and insulated painted metal. It appears that some of the doors have been replaced and some of the remaining doors are showing signs of wear in areas of high traffic use. The exterior deck is large and runs along the entire west side of the facility. While the overall condition of the deck is in good repair, there is some movement identified at the select exterior columns supporting the deck, causing some vertical movement or settlement which is noticeable when the deck is viewed from the outside.

The main entrance is accessed at grade and brings the visitor in to the upper level of the facility.

Photo 2



Once inside the user is greeted by a large vestibule and corridor that leads to the main community room, the Lounge, public washrooms and the stair that leads to the lower level. The lounge and the main community hall spaces are located on the west side for the facility and capture the stunning views to the course and the mountains. These spaces are large with high vaulted ceilings to complement the grand exterior views. The finishes in these spaces are modest and understated but work well with the overall image and aesthetic of the facility. Natural light is abundant from the large windows and upper dormers.

Photo 3



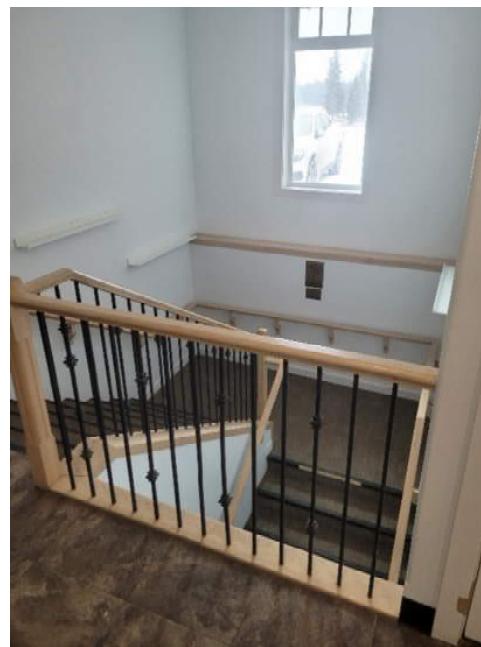
The Finishes for the facility have been selected for appearance and durability which is evident in the good condition of the facility. Combinations of Carpet, tile and sheet flooring are strategically used based on the use of the spaces. The upper lounge and Community Hall lead directly out to a 2nd level deck that runs the length of the building. This deck provides a great space to relax in the warm weather and is sized to accommodate a large gathering whether a golf tournament or a wedding event. The upper level of the facility also contains service spaces such as the kitchen and washrooms, storage and custodian rooms.

Photo 4



The lower level of the facility is accessed via the internal staircase or the west side of the building.

Photo 5



This lower level is built into the hill, and the east half of the level is not accessible from the exterior as it is below the grade of the hill. The spaces on the east half of the lower level contain spaces that do not require exterior views or natural light such as the mechanical room, storage spaces and the locker room / club storage. The remainder of the

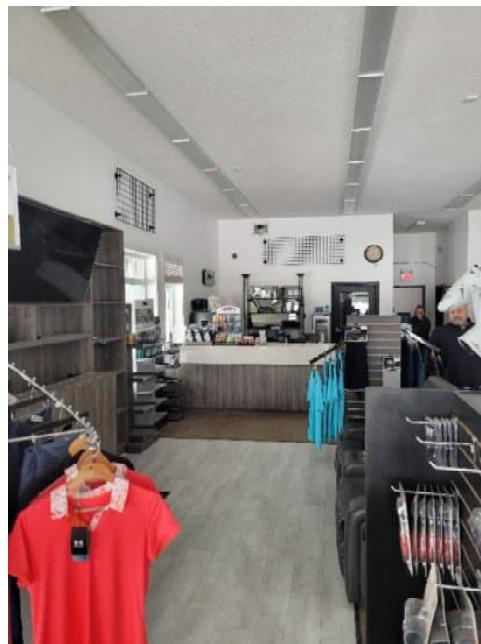
Town of Hinton

lower level is laid out to provide visual and physical access to the exterior and natural light for spaces such as the Proshop, offices, and a large multi use area. The finish in these lower-level spaces matches the finishes found on the upper level and are also designed for durability and aesthetics.

Photo 6



Photo 7



The building envelope appears to be performing adequately, with only the one location showing signs of water infiltration around a window in the lower floor Proshop SW corner. The wall construction consists of wood studs with

a traditional bat insulation infill and polyethylene vapor barrier. This wall system is adequate and is still used in construction today, however with the increase in the focus on energy efficiency and building envelope science, these wall systems are being revised to add more insulation in the quest for thermal efficiency.

Observations

1. No elevator
2. Carpet is a challenge to maintain – showing signs of wear and staining.
3. Water leak in the SW corner of the community hall area
4. Grades around the building are showing signs of erosion which may lead to water infiltration from lack of diversion.
5. Deck movement – freeze thaw, water down spouts at these locations.

Overall facility is in good condition and appears to be well maintained with the only areas of concern as noted in the observations section.

2.1 Contemplated Improvements

The following items are the recommended work to be completed or investigated further:

- Water Leak repair
- Deck investigation
- Carpet replacement
- Exterior grade improvements

2.2 Opinion of Probable Cost

Rough order of magnitude costs are supplied for each option, presented as an opinion of probable cost (OPC). The OPC is based on high-level analysis and information supplied. Unit rate analysis was not performed in establishing these costs. The indicative estimate reflected in the OPC is provided to inform decision making between the various options and qualify mitigative measures with the impact of failure for each facility.

Table 2-1 Opinion of Probable Cost

Items	Total OPC Value
Water leak repair	\$7,500
Deck Investigation	\$5,000
Carpet replacement	\$75,000
Exterior grade improvements	\$15,000

3 STRUCTURAL

3.1 On-site Conditions

The structural portion of a building condition assessment identifies conditions that are indicators of structural distress and/or movement within the building. Examples of indicators of interior and/or exterior distress are:

- Cracking, spalling, or deflection of concrete elements.
- Surface cracking of the structure or finishes on walls, ceilings, and flooring.
- Cracking of window glazing.
- Differential movement of structural components, exterior elements, sidewalks, etc.
- Binding of doors.
- Signs of water marking and staining of surfaces.

Although a number of these indicators are of a cosmetic and/or architectural nature, they do provide insight into the condition of the structure, which may be hidden behind finishes or cladding.

3.1.1 Foundation

The foundation of the building appears to be composed of either cast-in-place concrete foundation walls supported on perimeter cast-in-place concrete strip footings or cast-in-place concrete grade beams on cast-in-place concrete piles. The interior load bearing walls are assumed to be supported on cast-in-place concrete foundation walls supported on perimeter cast-in-place concrete strip footings or cast-in-place concrete grade beams on cast-in-place concrete piles. The interior/exterior point loads (columns) are assumed to be supported on cast-in-place concrete foundation piers supported on perimeter cast-in-place concrete spread footings or cast-in-place concrete pile caps on cast-in-place concrete piles.

At the time of the review the foundation of the building could not be confirmed, as it was concealed below grade. No test openings were made to expose the foundation system; thus, no direct inspection was conducted. No signs of distress were noted; thus, no recommendations are forthcoming for these elements.

3.1.2 Basement Slab-on-grade

The basement floor appears to be composed of a cast-in-place concrete slab-on-grade. The slab thickness and reinforcement could not be confirmed at the time of the review. The basement is below grade at the main entrance but is at walk-out elevation on the south and west side of the building.

The majority of the floor was concealed from view due to architectural features such as carpet. However, in isolated locations the slab was visible. The exposed portion in the warehouse was observed to have minor cracks typical of this form of construction and the age of the building. No repair recommendations will be put forward at this time.

It was noted on site that the Golf Store exterior doors do appear to have binding occasionally. Refer to the architectural portion of this report.



Photo 1: Slab-on-grade, Minor Cracking



Photo 2: Slab-on-grade, Minor Cracking

3.1.3 Elevated floor System

The elevated main floor appears to be composed of concrete topping, plywood sheathing supported on timber wood trusses. The trusses appear to be supported on interior beams and columns or on perimeter load bearing elements. The load bearing elements for the perimeter walls appear to be cast-in-place concrete walls along the east side of the building, and along the north and south sides where the grade is higher than the basement slab. The concrete wall thickness and reinforcement was not confirmed on site. Along the west side the load bearing element appears to be a conventional timber framed stud wall. The exact sizes and spacing of the wall studs could not be confirmed at the time of the review due to architectural finishes.

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Photo 3: Exposed Main Floor Framing



Photo 4: Main Floor Pre-Manufactured Truss

3.1.4 Walls

The load bearing elements for the perimeter basement walls appear to be cast-in-place concrete walls along the east side of the building, and along the north and south sides where the grade is higher than the basement slab. The concrete wall thickness and reinforcement was not confirmed on site. Along the west side, the load bearing element appears to be a conventional timber framed stud wall. The exact sizes and spacing of the wall studs could not be confirmed at the time of the review due to architectural finishes.

The wall construction of the main floor walls appears to be composed of conventional timber framed stud wall. The exact sizes and spacing of the wall studs could not be confirmed at the time of the review due to architectural finishes.

No signs of distress were noted at the time of the review. No recommendations are made at this time.

3.1.5 Exterior Balcony

On site a main floor elevation wrap around balcony was observed along the north, west, and south sides of the building. Along a portion of the west side of the building, the roof trusses were extended to cover the balcony. The balcony was observed to be constructed of conventional wood joists supported on the perimeter building load bearing basement concrete or timber wall and a line of built-up timber beams and columns. The beams were concealed from view due to cladding so the exact construction could not be confirmed. The columns were observed to be steel HSS sections. The roof trusses were supported on a line of built-up timber beams and steel columns. The steel columns stacked above the steel columns below. The steel columns were observed to be supported on a round pile cap. The foundation under the columns could not be confirmed at the time of the review. The foundation could be cast-in-place concrete piers on spread footings or cast-in-place concrete piles.

At the time of the review, along the west side of the building, both the roof beam line and the balcony beam line were noted to have differential settlement between the column locations. Based on visual observations the top of the concrete pile caps appeared to be at different elevations. At time of the review the site personal could not confirm if the top of piles were originally constructed with varying elevations or if the piles have experienced differential settlement/frost heaving. The difference in elevation was visibly noticeable as the beam lines did not appear level. It is recommended that the top of piles be monitored for the next years to confirm if the piles move seasonally or if the movement may have been original to the construction period.

Along the south side of the building isolated hangers were observed to be missing. Ensure all hangers are properly installed.

Near the southeast corner of the building, under the balcony, the retaining wall was noted to have settled along the building. The granular material next to the building appears to have some settlement, possibly due to water in the area. Ensure all roof drains are directed away from the building and monitor this area for further settlement.



Photo 5: Main Floor Balcony – North Side of Building



Photo 6: West Elevation

Town of Hinton



Photo 7: Exterior Balcony – West View, with Observed Differential Elevations



Photo 8: Exterior Balcony – View from Main Floor, With Observed Differential Elevations



Photo 9: Exterior Balcony – South Side, Sloughing Around Retaining Structure



Photo 10: South Side, Sloughing Around Retaining Structure to be Monitored



**Photo 11: Exterior Balcony – South Side
Missing Hangers**



**Photo 12: Exterior Balcony – South Side
Missing Hangers**

3.1.6 Roof

The roof appears to be composed of plywood sheathing and pre-manufactured timber trusses. The trusses appear to be supported on perimeter load bearing timber stud walls and interior load bearing stud walls or timber beams and posts at opening locations. At the time of the review, it could not be confirmed which interior walls were load bearing.

Although there were no signs of distress in the timber trusses, there was noted to have water leakage about isolated window locations. The Southwest window, west facing, was noted to have water damage in the past.

3.2 Contemplated Improvements

3.2.1 Balcony Columns/Foundations

It is recommended that the balcony columns and piles be monitored for the next year to confirm if the balcony experiences seasonal differential settlement/ frost heaving. An option to confirm the elevations would be to select a constant marker on the exterior building wall. Taking a level mark the elevation on the exterior HSS steel columns. Monitor the elevation and check with a level every 3-4 months. Associated Engineering would be happy to assist the client if they would prefer to contract Associated for the work. Note; if the pile caps/foundation move seasonally the marker may vary throughout the year. If after a full year season, the elevation may or may not be relatively level. Once a year's markers are monitored and recorded it would be recommended that Associated Engineering Structural team confirm the movement and potential options for repairs.

Install missing hangers, as observed on the south side of the building.

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3.3 Opinion of Probable Cost

Rough order of magnitude costs are supplied for each option, presented as an opinion of probable cost (OPC). The OPC is based on high-level analysis and information supplied. Unit rate analysis was not performed in establishing these costs. The indicative estimate reflected in the OPC is provided to inform decision making between the various options and qualify mitigative measures with the impact of failure for each facility.

Table 3-1 Opinion of Probable Cost

Options	On Site Personal	Associated Engineering, Conducting Site Measurements with Recommendations
Yearly Balcony Review	(14 hours/year) *	\$12,400.00**
Install missing joist hangers	\$1,000	
Monitor of retaining wall settlement	NA	

* Local personal to conduct site reviews

** Assumed 4 site visits and final recommendation report

4 BUILDING MECHANICAL

4.1 On-site Conditions

4.1.1 Plumbing

The plumbing system appears to be original to the building, other than the grease interceptor. The domestic water distribution is comprised of PEX piping and the sanitary appears to be ABS & PVC. The material used underground is unconfirmed. Domestic hot water is provided through an indirect hot water tank heated via the boiler in the mechanical room. The grease interceptor located in the mechanical room appears to have been recently replaced. This unit collects the grease from the commercial kitchen. At the time of the visit, no issues were identified by the user group with the operation of the interceptor.

At this stage, all the plumbing components appear to be functioning and have an estimated life of over 10 years. As such, no contemplated improvements are recommended for the plumbing system. While not required to be replaced at this time, as an energy saving measure, replacing the plumbing fixtures with low flow, metered fixtures would reduce the water consumption of the facility and reduce the energy consumption to provide hot water to the lavatory faucets.

4.1.2 Ventilation

4.1.2.1 Kitchen Ventilation

A dedicated kitchen make-up air unit (MAU) and exhaust fan are provided to serve the commercial kitchen's cooking appliances as required under NFPA96. The MUA unit tag indicates that this unit provides 7,000 cfm of air flow. It is assumed that the related exhaust fan on the roof provides similar airflow to maintain a slightly negative pressure within the kitchen during operation. The rooftop exhaust fan was not accessible during the site visit.

The dedicated condensing unit which provides refrigerant to the DX coil within the MAU is not operational. As this unit provides the cooling to the make-up air for the kitchen ventilation system, replacement of the condensing unit is recommended to maintain comfortable temperature levels in the kitchen while the system is in operation. Based on the condensing unit name tag, this appears to be a 10-ton unit. Like the other condensing units, as noted in the below cooling section, the replacement of this unit should not be located under the balcony to ensure proper airflow for operation.

Photo 8 Kitchen MAU



4.1.2.2 General Ventilation

The ventilation throughout the facility is provided through a HRV located on the lower level and the outdoor air is ducted to each of the four fan coils throughout the facility. As there are no controls for carbon monoxide (CO) monitoring, it is assumed that this unit operates on a fixed ventilation rate and relies on the fan coils to distribute the ventilation air throughout the facility.

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As no drawings or equipment cutsheets are available, it is not possible to confirm if the ventilation rate meets the required rates by ASHRAE.

4.1.3 Heating & Cooling

4.1.3.1 Heating

Heating for the lower level is provided in two stages and the main level in a single stage. The lower level's primary heating is provided through in-floor radiant heating controlled by a single thermostat in the pro-shop. While the details of the system's design are not known, these systems typically provide a base level of heat for the space up to a temperature of 15-18°C. The second stage for the lower level is provided through two fan-coils which have hydronic heating coils within them. As the second stage, these units are responsible for maintaining the temperature to the desired set point above the base level provided by the in-slab radiant system. No issues were identified with the capacity of the heating system on this level.

Heating for the main level is provided through the remaining two fan coils that are installed on the lower level and ducted to floor registers to serve the main floor. These units provide all the heating in contrast to the two-stage style on the lower level. No issues were identified with the capacity of the heating system on this level.

Within the mechanical room, there is some hydronic piping run in steel, however the vast majority appears to be flexible plastic piping, all of which is uninsulated. While steel piping is recommended for the entire system, there is no issues with the piping material. The piping was installed with fittings such as elbows and tees which are at a higher risk of leakage due to the expansion and contraction of the material. As there is a significant portion which is enclosed within the ceiling space that was not observable, it is unknown if there are any additional material changes. With the piping being uninsulated, heat is being rejected from the piping into the spaces that is not controlled and reduces the temperature of the supply water subsequently reducing the effectiveness of the coils within the fan coils. It is recommended to insulate as much of the piping as possible.

The central plant of the heating system is a wall-hung, propane fired NTI condensing boiler and associated pumps which circulate the water through the various fan coils, water heater, and in-slab system. All appear original to the building and have an estimated life of 25 years, for a remaining life of around 10 years. With proper maintenance and care this can be extended. The boiler's cover was removed and is recommended to be re-installed to ensure the internal components of the boiler do not get an accumulation of dust and other particles inside of the boiler which may decrease the lifespan.

Photo 9 Boiler



4.1.3.2 Cooling

Cooling of the facility originally was provided by a single condensing unit, run to a heat exchanger inside the mechanical room which then subsequently ran chilled water to a chilled water coil in each fan coil. The condensing unit is no longer operational and has not been replaced. A single unit condensing unit dedicated to the kitchen fan coil has been installed along with an associated DX coil, bypassing the original cooling system.

Due to the complexity of the system and with the original design intent not being a typical installation for this type of facility, replacement of the chilled water coils with DX coils run to dedicated condensing units is recommended. This would be the same system that is currently installed for the kitchen fan coil.

Currently all the condensing units are installed beneath the balcony. It is recommended that these be relocated to ensure proper airflow can be achieved as the hot air discharge currently would be trapped beneath the balcony and

Town of Hinton

likely recirculate. This can cause a decrease in the performance of the units and potentially cause the units to cease operation due to high temperature.

Photo 10 Condensing Units



4.2 Contemplated Improvements

To , Associated recommends:

- Replace the condensing unit for the kitchen MAU and relocate it from beneath the balcony.
- Relocate the existing condensing unit for the kitchen fan coil from beneath the balcony.
- Replace the chilled water coils in the three remaining fan coils with DX coils and provide dedicated condensing units for each.

For energy efficiency and operational improvements, Associated recommends include:

- Installing insulation on all (or at least the accessible portions of) the hydronic heating system piping.
- Replacement of plumbing fixtures with low flow fixtures and metered faucets

4.3 Opinion of Probable Cost

Rough order of magnitude costs are supplied for each option, presented as an opinion of probable cost (OPC). The OPC is based on high-level analysis and information supplied. Unit rate analysis was not performed in establishing these costs. The indicative estimate reflected in the OPC is provided to inform decision making between the various options and qualify mitigative measures with the impact of failure for each facility.

Table 4-1 Opinion of Probable Cost

Items	Opinion of Probable Cost
Replace Kitchen MAU Condensing Unit	\$40,000
Relocate Condensing Unit	\$2,500
Addition of DX Coils & Condensing Units	\$75,000
Miscellaneous Insulation	\$10,000
Plumbing Fixtures	\$10,000

5 ELECTRICAL

5.1 On-site Conditions

The electrical assessment included all general electrical and lighting systems for end-of-life, functionality, and general power distribution layout.

5.1.1 Low-Voltage Electrical Distribution

The electric utility in Jasper is ATCO electric. Overhead power lines approach the building and descend underground more than 150 m from the building, but no transformer or meter was seen at time of observation.

Table 5-1 Panelboards

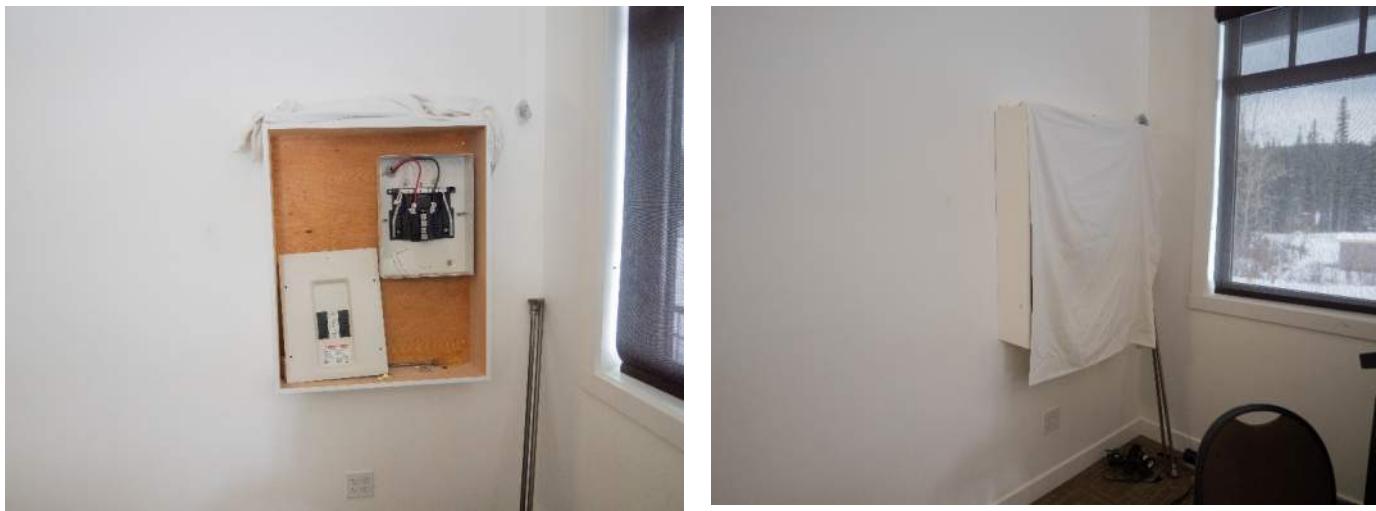
Panel Name	Location	Make/Series	Main Breaker/ Lugs	Current Rating (A)	Number of Spaces	Condition
Panel A	Utility Room	Square D NQ	150 A Main Breaker	400	84	Visually good, Panel Directory Incomplete
Panel AA	Utility Room	Square D NQ	Lugs	400	84	Visually good

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Panel Name	Location	Make/Series	Main Breaker/ Lugs	Current Rating (A)	Number of Spaces	Condition
Panel B	Utility Room	Square D NQ	Lugs	Not observed		Visually good from exterior
Panel K	Kitchen	Square D NQ	Lugs	400	84	Visually Good
Pro Shop						
Panel (Unlabelled)	Pro Shop	Square D NQ	Lugs	100	30	Visually good
Laundry Room Sub-Panel (Unlabelled)	Laundry Room	Square D QO	Lugs	Not labelled	30	Visually good
Dining Hall Panelboard (Unlabelled)	Dining Hall/Golf Simulation Room	Federal Pioneer Stab-Lok	Lugs	125 A	16	Potentially Dangerous, See below.

The dining hall/golf simulation room panelboard is a hazard and immediate action is required to ensure safety of persons and property. This panelboard is a Federal Pioneer Stab-Lok® panelboard. The breakers associated with this type of panelboard have known reliability issues. Stab-Lok® panels have been discontinued by the manufacturer although breakers are still sold. This panelboard appears to have been partially decommissioned: all its breakers have been removed. Moreover, the front cover was also removed: This has exposed conductors in a public-facing room. To hide the panelboard from the public, a curtain has been installed in front. However, this is an inadequate safety protection while the panelboard cover is off. It is probable that the panel is de-energized given how exposed it is and the removal of all breakers. However, if the cables are still connected to a breaker panel, and if the breaker should ever be closed, this would produce a dangerous hazard to the public.

Figure 5-1 Exposed Conductors of Partially Decommissioned Obsolete Panelboard



Receptacles in the kitchens and other non-public facing rooms are generally labelled with the panel and circuit from which they are fed, improving ease of maintenance and troubleshooting.

Several receptacles above the kitchen counter, labelled as being fed from Panel K Circuits 22, 26, and 38, are within 1.5 m of sinks and by CEC rule 26-704 must be provided with a Class A ground fault circuit interrupter. The current installation does not meet code. A 240 VAC receptacle, labelled as being fed from Panel K circuits 48 and 50 is also within 1.5 m of the sink, and is not in use or blocked by any permanent appliances. As this special receptacle is not in use, to meet the current edition of the CEC, it must be removed or provided with a ground fault circuit interrupter.

Figure 5-2 Receptacles Near Sink Requiring Ground Fault Protection



Receptacles mounted as part of the stainless-steel sink system appear to be part of a kitchen multi-outlet assembly, but confirmation that they are protected by Class A ground fault circuit interrupters was not seen. To meet the current

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edition of the CEC, the receptacles within 1.5m of the sinks must be ground-fault protected. To achieve this, the breaker for the multi-outlet assembly must be replaced with a GFCI or the multi-outlet assembly be replaced.

Figure 5-3 Kitchen Multi-Outlet Assembly



The receptacles used for charging golf-carts are installed outdoors under a balcony. Per CEC rule 26-708 and the corresponding notes in Appendix B of the CEC, even though the receptacles are under a balcony, because the receptacles are within 1 m of grade, they are considered exposed to the weather. As such, to comply with the most recent version of the CEC, they must be provided with cover plates suitable for wet locations whether a plug is inserted into the receptacle or not and marked "Extra Duty". The current receptacles have "Wet Location Only When Cover Closed" style cover plates, and several of these cover plates have been ripped off. These receptacles must be replaced with ones with suitable cover plates.

The golf-cart charging receptacles are within 2.5 m of grade and are therefore required by CEC rule 26-704 to have class A ground fault circuit interrupters, and they do not. Several of these receptacles are fed from one common breaker. To avoid one receptacle trip disabling the whole charging system, GFCI receptacles, rather than a single GFCI breaker will provide better reliability in this application. To achieve this protection, not all receptacles need to be

replaced with GFCI receptacles, as each GFCI receptacle can protect multiple others. Refer to the receptacle manufacturer's instructions when selecting GFCI receptacles to optimize the number of receptacle replacements.

Figure 5-4 Golf-cart Receptacles Lacking Ground Fault, Extra-duty Weatherproof Covers



Receptacles on the balcony level are provided with cover plates, but these are not wet location extra duty covers as required by CEC. To meet the current edition of the CEC, these receptacles must be equipped with code-compliant covers.

A receptacle on the balcony ceiling is used to power outdoor televisions. This has not been provided with a weatherproof cover. Weatherproof cover plates are required per CEC Rule 26-708, although the cover plates do not need to be extra duty as the receptacle is installed with the outlets pointing downwards.

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Figure 5-5 Outdoor Receptacles Requiring Weatherproof Covers



5.1.2 Lighting

Lighting throughout the facility's ceiling in the basement is fluorescent. Several luminaires in the basement hallways were burnt out. Replacing fluorescent fixtures with LED equivalents will improve energy efficiency.

Figure 5-6 Various Fluorescent Luminaires in the Basement





Most exit signs are using the pre-2010 red "EXIT" signs, but some are using the green "running man" exit sign.

Figure 5-7 Red EXIT Lights



The outdoor wall-pack lights under the balcony have yellowed lenses but appear functional. Replacing with LED luminaires will reduce energy usage.

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Figure 5-8 Wall Lights



Most of the indoor suspended and wall-mount luminaires appear to use standard Edison-screw type lamps. The lamps observed were compact fluorescent lamps. These can be replaced with LED lamps as and when needed.

Figure 5-9 Compact-fluorescent Lamps in Edison Screw Mounts



5.1.3 Communications

An ATX TSMS-4/8MN HDTV Digital Multiswitch is in use to provide television connectivity. This appears to be functioning, as televisions were working, displaying live satellite television.

Figure 5-10 Digital Multiswitch and WEorking Satellite Television



A Nortel Networks DSL internet modem appears to be used for internet access. Nortel networks has been defunct since 2009. If this device needs replacing, the internet service provider will provide a replacement modem.

A wall-mount 19" rack is installed in the utilities room. The 19" rack also includes an Ubiquiti Dream Machine SE Cloud Gateway router. This device was indicating "No Internet Detected" at the time of observation. If this is preventing internet access, contacting the internet service provider will be necessary.

In-wall ethernet ports appear to have been terminated to patch panels in the 19" rack. However, none of the ports or cables are labelled, making troubleshooting and modification challenging.

An Ubiquiti 24-port Gigabit Ethernet Switch and an Ubiquiti Power over Ethernet injector are also installed in the 19" rack and appear functional.

The 19" rack includes two HIKVision Pro Series DVRs. These have been equipped with DVD-ROM drives for playback of video. This series of products continues to be supported. A monitor in the utility room displays the camera feeds for the cameras throughout the facility. This appears functional, although the video from the locker-room is not clear at all. Associated were not able to verify if the system is successfully recording: both DVRs had their Power LED lit green, but only one had its Ready LED lit green. Neither had alarms or status warnings.

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Figure 5-11 Internet modem and 19" rack including firewall, switch, patch panel, and DVRs



In the pro shop, a Bogen TPU35B Mixer-Amplifier, used for an intercom system, is installed behind the television. Network cables run through this device but it's not clear if its functional. It is Associated's understanding that the intercom system is not in use.

Figure 5-12 Intercom amplifier



5.1.4 Electronic Safety and Security

At the time of observation, the door-security system appeared active. A trouble status, labelled as "Zone 64 Kitchen MTN", was active.

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Figure 5-13 Security Trouble Status



Motion sensors are installed in most rooms and appear to be active and functional.

The fire system is inspected annually. Records on the fire panel indicate that Firehalt has been performing annual inspections since 2020, with the most recent occurring on July 29th, 2024. The fire panel is a GE FireShield Plus. This model series was acquired by Edwards and is no longer offered.

Figure 5-14 Fire panel



The fire alarm and security system are marked as being monitored by West-Central Communications Inc. in Hinton.

5.2 Contemplated Improvements

For urgent safety reasons:

- Associated recommends that the partially decommissioned panelboard be removed to remove a safety hazard from the public hall.

To comply with current versions of CEC, Associated recommends:

- Replace kitchen counter receptacle breakers with GFCI breakers
- Replace ground-level golf-cart receptacles with GFCI receptacles with Extra-Duty Weatherproof covers.
- Replace balcony-level wall-installed receptacle breakers with GFCI breakers.
- Provide balcony-level wall-installed receptacles with Extra-Duty Weatherproof covers.
- Provide balcony-level ceiling-installed receptacle with weatherproof cover.

For energy efficiency and operational improvements, Associated recommends include:

- Resolve trouble status on security system.
- Replacing all fluorescent lighting with LED fixtures for energy efficiency
- Replacing EXIT style exit lights with Green Running-Man style lights for consistency and clarity.
- Upgrade fire alarm panel with a current model.
- Document and label network cables in closet.

5.3 Opinion of Probable Cost

Table 5-2 Urgent Electrical Upgrades

Masterformat Number	Masterformat Title	Specific	Opinion of Probable Cost
26 05 05	Selective Demolition for Electrical	Demolition of Stab-Lok Panel	\$4000

Table 5-3 Code-Compliance Electrical Upgrades

Masterformat Number	Masterformat Title	Specific	Opinion of Probable Cost
26 05 05	Selective Demolition for Electrical	Demolition of 240 VAC receptacle	\$1000
26 05 33	Conduits and Boxes	Weatherproof Outlet Boxes	\$2000
26 24 16	Panelboards	Ground-Fault Breakers	\$4000

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Masterformat Number	Masterformat Title	Specific	Opinion of Probable Cost
26 27 26	Wiring Devices	Ground-Fault Receptacles	\$2000

Table 5-4 Improvement Electrical Upgrades

Masterformat Number	Masterformat Title	Specific	Opinion of Probable Cost
26 51 19	LED Interior Lighting	Replacement of Tube Fluorescent Light Fixtures	\$59,000
26 52 13	Emergency and Exit Lighting	Replacement of Exit Lights	\$13,000
27 11 19	Communications Termination Blocks and Patch Panels	Verification and Labelling of Patch Panel	\$6,000
28 08 00	Commissioning of Electronic Safety and Security	Fire Alarm Verification	\$3,000
28 12 00	General Requirements for Access Control Systems	Resolve Building Security Trouble	\$3,000
28 46 21.12	Fire-Alarm Control Units	Replace Obsolete Fire Panel	\$7,000

Table 5-5 Summary of Electrical Upgrades

Priority	Opinion of Probable Cost
Urgent Items	\$4,000
Code-Compliance Upgrades	\$8,000
Improvement Upgrades	\$91,000

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CLOSURE

This report was prepared for the Town of Hinton to review the on-site conditions for the Hinton Golf Clubhouse as it relates to Building Condition Assessment.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practising under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,

Associated Engineering Alberta Ltd.

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Notice to Landowners and Occupants

May 16, 2025

Dear Landowner / Occupant:

**Re: Trans Mountain Pipeline
Environmental Monitoring and Mitigation Work**

You are receiving this notice as a landowner or occupant on the Trans Mountain pipeline system. Following the completion of Trans Mountain Expansion Project, Trans Mountain Canada Inc., operator of the pipeline system, and its contractors will be conducting various environmental field assessments and mitigation works as part of its Post-Construction Environmental Monitoring Program (PCEM). The PCEM program assesses reclamation success, ensuring disturbed lands are returned to a condition compatible with surrounding vegetation and land use.

Starting in May 2025 and throughout the following summer and fall, field crews will be conducting environmental assessments to measure the success of reclamation and mitigation measures employed during the Expansion Project. The scope of the assessment includes soils and vegetation, wetlands and watercourses, wildlife and wildlife habitat, and other value components.

Additionally, at selected locations where environmental deficiencies have been identified, crews will be conducting mitigation works, such as landscape repairs, planting and seeding, or vegetation management activities, including mowing.

We thank you in advance for your cooperation. Should you have any questions, please contact:

Adam Creech
Regional Land Representative - Alberta
Phone #: 1-587-372-3908
Email: adam_creech@transmountain.com

Trans Mountain Land & Right of Way Department
Landowners@TransMountain.com

Provincial property taxes are going up

DID YOU KNOW?

Your property tax bill has two main taxes. A tax set by your municipal (local) government council and a tax set by the Government of Alberta.



In 2025, the Government of Alberta increased its tax on homes and property by **14%**. Another 10% increase in provincial property tax is planned in 2026.

The provincial property tax is collected by your local government through your property tax bill. Your bill may refer to the provincial property tax as "education tax", "Alberta School Foundation Fund", "ASFF", or another name.

If you have questions about your provincial property tax and why it's increasing, contact your provincial Member of the Legislative Assembly (MLA). If you have questions about your municipal property tax, contact your local government office or council.

Here's a look at how property taxes on homes are allocated. On average, almost one third of property taxes on homes is a tax by the Government of Alberta. About two-thirds of the average property tax bill is set by your council to fund services provided by your local government.



Your local government and council has no control over the provincial property tax but is required to collect the tax and then transfer it to the Government of Alberta for their use. The Government of Alberta decides how much money it wants to collect from property taxes to help cover the costs of Alberta's K-12 schools and are choosing to increase that tax by almost \$1 billion over the next three years.

If you have questions about your provincial property tax and why it's increasing, contact your provincial Member of the Legislative Assembly (MLA). If you have questions about your municipal property tax, contact your local government office or council.