



# AGENDA

## Committee of the Whole Meeting

4:00 PM - January 13, 2026

Committee Room, Hinton Government Centre

Page

### 1. ORDER

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

1.1 Call to Order

### 2. ADOPTION OF AGENDA

2.1 Committee of the Whole Agenda

### 3. MINUTE WITH COUNCIL

### 4. REPORTS FROM ADMINISTRATION

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4.1 CAO Bylaw No. 1159-1

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4.2 CAO Performance Review Policy CL 1111 and  
CAO Recruitment Policy No. CL 1109 Amendments

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4.3 Access to Information Act Bylaw No. 2025

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4.4 Access to Information Policy AD-1209

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4.5 Council Action Pending List Review

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4.6 Freedom Express - Unit 504 Replacement

### 5. REPORTING

5.1 Council Reports

- Boards and Committees of Council

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5.2 Chief Administrative Officer

- Reporting and Status Report

### 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 ATIA. The exceptions include matters where disclosures could be harmful to personal privacy,*

COMMITTEE OF THE WHOLE MEETING MEETING

Agenda

January 13, 2026

*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 Advocacy - Closed per s. 20 of ATIA

6.2 Mutual Performance Discussion - Closed per s. 20 of ATIA

7. **ADJOURNMENT**

7.1 Adjournment



## TOWN OF HINTON Administrative Report

☒ DIRECTION REQUEST   ☐ REQUEST FOR DECISION   ☐ INFORMATION ITEM

**DATE:** COMMITTEE OF THE WHOLE MEETING, January 13, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Nikiea Hope, Human Resources Manager  
**RE:** **CAO BYLAW NO. 1159-1**

### Recommended Action

*That Committee refers CAO Bylaw 1159 to the next Regular Council meeting with presented amendments.*

### Background

Bylaw 1159 establishes the roles and responsibilities of the Chief Administrative Officer (CAO) and came into effect on September 7, 2021. Bylaw 1159 was originally adopted to formalize the CAO's authority, duties, and reporting structure. Recent amendments to the Municipal Governance Act (MGA), including Bill 50, introduced changes to:

- Municipal oversight and delegation of authorities.
- Clarity on CAO powers regarding operational management, staff supervision, and reporting to Council.
- Definitions of statutory obligations and the CAO's accountability.

Bylaw 1159 was compared with the updated MGA provisions, and recommended revisions have been drafted as a redline version of Bylaw 1159 for Committee consideration.

### Analysis

The purpose of this report is to review Bylaw 1159, which establishes the roles and responsibilities of the CAO for the Town, and to recommend updates to align the Bylaw with the current MGA, including amendments introduced through Bill 50.

Key MGA updates that affect Bylaw 1159 include the following.

MGA Section / Bill 50 Update	Impact on Bylaw 1159	Notes / Required Change
Section 207 (CAO powers)	Clarifies CAO's authority to supervise all staff and implement Council's decisions	Bylaw should explicitly reference this authority; no required change.

<b>Section 209 (Delegation)</b>	Expands CAO's ability to delegate powers to staff	Include delegation language reflecting statutory allowance
<b>Bill 50 amendments</b>	Introduce clearer accountability measures and reporting requirements	Bylaw should add annual performance review references, reporting expectations, and alignment with Council policy updates

Below is a summary of key redline changes recommended for Bylaw 1159 to align with MGA/Bill 50.

1. Section 3 Appointment, Terms & Conditions
  - Update 3.7 to be more consistent with MGA s.209: "The CAO may, in accordance with s.208 of the Act, delegate any powers, duties, or functions to an employee of the Town, provided such delegation is in writing and includes reporting and accountability measures."
2. Section 3 Responsibilities
  - Section 3.3.4 now includes duty to prepare and submit reports as required by Council, in alignment with Bill 50 reporting obligations; and
  - Added explicit reference to ensuring compliance with all statutory requirements and municipal policies.
3. Section 4 Conduct of the CAO
  - Section 4.1.7, new clause: "Participate in an annual performance review conducted by Council, which shall consider statutory obligations, implementation of Council decisions, and overall organizational effectiveness."
4. Section 8 Definitions
  - Update "CAO" definition to explicitly reference statutory powers under MGA s.207.
  - Add definition for "Delegation" consistent with MGA s.208.
5. General Updates
  - Update all cross-references to MGA sections to reflect Bill 50 amendments.
  - Remove outdated language referencing roles or powers that have been superseded by MGA changes.
  - Changed "Operational Plan" to "Strategic Plan".
  - Changed "him/herself" to "themselves".

## Implications of Decision

### Financial Implications

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

### Legislative Implications

Conforms with:	Yes/No/:	Comments:
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	Partial/N/A:	
Council's Strategic Plan	Yes	Council's Key Principles; Strategic Priorities: Organizational Effectiveness
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	Yes	Municipal Government Act (MGA), RSA 2000, c. M-26 Bill 50
Other plans or policies	N/A	

### Level of Service Implications

No additional operational resources are required to implement these bylaw changes.

### Public Engagement

The proposed bylaw amendments focus on statutory alignment and internal governance. No formal public engagement is required. Updates may be communicated to the public via the Town's website and annual governance reporting.

### Communications

The revised bylaw will be posted on the Town's website following Council approval, to ensure transparency and accessibility.

### Risk / Liability

Risks of non-compliance with MGA include potential legal liability or administrative inefficiencies. Updating the bylaw mitigates these risks and clarifies the CAO's authority and accountability.

### Options / Alternatives

1. *That Committee refers CAO Bylaw 1159 to the next Regular Council meeting with presented amendments.*
2. That Committee recommend that Council refer Bylaw 1159 to a future Committee of the Whole for further discussion.
3. That Committee accept this report as information.



## TOWN OF HINTON

### BYLAW NO. 1159-1

#### A BYLAW OF THE TOWN OF HINTON TO ESTABLISH THE ROLE AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

**WHEREAS**, pursuant to section 205(1) of the *Municipal Government Act*, Council must establish by Bylaw a position of Chief Administrative Officer;

**AND WHEREAS**, Council may, in accordance with Section 203 of the *Municipal Government Act*, delegate executive and [Aa](#)administrative duties, powers, and functions;

**NOW THEREFORE**, the Council of the Town of Hinton, in the Province of Alberta, duly assembled, hereby enacts as follows:

#### 1.0 SHORT TITLE

1.1 This Bylaw may be referred to as the “CAO Bylaw.”

#### 2.0 APPOINTMENT, TERMS & CONDITIONS

2.1 Council hereby establishes the position of Chief Administrative Officer (CAO).

2.2 Council must, by resolution, appoint an individual to the position of CAO.

2.3 The person appointed by Council to the position of CAO will hold the position under terms and conditions established by an employment agreement as determined by Council.

2.4 Council may, by resolution, appoint an Interim CAO. The Interim CAO must act as the CAO if the CAO will be absent for over a month or is otherwise prevented from fulfilling the role of the CAO:

2.4.1 The Interim CAO shall have all the duties, powers, and functions of the CAO as provided in the Act, this Bylaw, the job description for the CAO, and other Provincial legislation and Town Bylaws, Policies, and Procedures.

2.5 The CAO may appoint an Acting CAO where such absences are for a period of less than one month:

2.5.1 The Acting CAO shall have all the duties, powers, and functions of the CAO as provided in the Act, this Bylaw, the job description for the CAO, and other Provincial legislation and Town Bylaws, Policies and Procedures.

~~2.6 The appointment of a person to the position of Chief Administrative Officer may only be made, suspended, or revoked if the majority of the whole Council votes to do so.~~

2.67 The appointment, suspension, or revocation of the CAO may only be made by a resolution of Council approved by a majority of the whole Council, in accordance with the Act.

2.6.1 Council shall not require a voting threshold greater than a simple majority.

### **3.0 RESPONSIBILITIES**

3.1 In order to carry out the responsibilities of the position, in accordance with any Bylaw or Policy of Council, Sections 207 and 208 of the Act, and any other enactment, the CAO has the authorities and responsibilities set out in this section. The CAO also has all of the powers, duties, and functions that are given to a CAO under the Act or any other enactment.

#### **3.2 CAO Administrative Management Duties:**

- 3.2.1 Hire, dismiss, promote, demote, reward, or discipline any municipal employee;
- 3.2.2 Direct, supervise, and review the performance of all departments and employees of the Municipality;
- 3.2.3 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality;
- 3.2.4 Determine the structure of Administration including establishing, merging, dividing, and eliminating Departments and establishing a managerial hierarchy as required for the effective, efficient, and safe operation of the Town;
- 3.2.5 Bring to Council for approval any change to the structure of the Administration of the Town which requires an increase to the approved budget and the approved Operating Strategic Plan;
- 3.2.6 Seek approval from Council regarding the creation or elimination of a Deputy CAO position;
- 3.2.7 Implement all Programs and Policies of the Municipality; and
- 3.2.8 Present the Organizational Chart to Council on a yearly basis as an information item.

#### **3.3 CAO Council-Related Duties:**

- 3.3.1 Meeting Attendance:
  - a) Be present at any meeting of Council unless excused therefrom,
  - b) Attend meetings of such boards, committees, commissions, or other bodies as may be required<sub>17</sub>;
- 3.3.2 Budgeting:
  - a) Oversee the preparation of budgets for operating and capital programs annually or more often as required or directed by Council<sub>17</sub>;

- b) At the end of each fiscal year, or as required or directed by Council, prepare and submit a complete financial report on all financial activities of the Town during the preceding year<sup>17</sup>;
- c) Monitor and report on the operating and capital budgets approved by Council; ~~and~~;
- d) At no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets unless in accordance with established Policy and Procedure respecting unbudgeted expenditures<sup>17</sup>.

### 3.3.3 Communication:

- a) Advise and inform Council or Council committees on the operation and affairs of the Municipality<sup>11</sup>;
- b) Provide reports and updates to Council regarding activities and community concerns<sup>17</sup>;
- c) Ensure that Council is aware of any key ~~a~~Administrative and ~~p~~Political issues as they arise<sup>17</sup>;
- d) Ensure that Council is made aware of all available information for each issue, at least to the extent that Administration is aware of such information<sup>17</sup>;
- e) Keep Council informed on progress, recommended changes, and new matters that relate to the strategic plan and work programs on a regular basis; ~~and~~;
- f) Prior to the execution of Section 3.2.4 above, the CAO must consult and inform Council of any substantial impact to the function and/or focus of Administration resulting from the structural change<sup>17</sup>.

### 3.3.4 Council and Committee Reports:

- a) Prepare and submit reports and recommendations as required by Council and Council committees,
- b) Ensure that Council has access to reasonable decision options as well as the recommendation of the CAO,
- c) Utilize a consistent format and be proactive in providing a full range of information, background, issues defined, available options, and implications in the Requests for Decision reports and Direction Requests required for decision-making.
- d) The CAO must comply with statutory reporting requirements under the Act, including providing written reports to Council regarding exercise of natural person powers and sharing information with all members of Council.

## 3.4 CAO Bylaw & Policy Development Duties:

- 3.4.1 Develop and recommend, for Council approval, Bylaws and Policies dealing with non-administrative matters as directed by Council, or at the initiation of Administration; and
- 3.4.2 Develop, approve, and implement Policies, Procedures, and Practices dealing strictly with ~~A~~administrative matters.



### 3.5 CAO Third Party Relations Duties:

- 3.5.1 Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality provided the expenditure does not exceed the amount approved by Council in its annual budget or result in a decrease to anticipated revenue which will impact the budget;
  - a) Should the contract, agreement, or transaction result in a budgetary impact as outlined in Section 3.5.1, the CAO is to bring a Report and recommend the approval of such to Council,
- 3.5.2 Conclude contract negotiations on behalf of the Municipality to a financial limit established by Policy or resolution; and
- 3.5.3 Sign any order, agreement, cheque, negotiation instrument, or document made or executed on behalf of the Municipality.

### 3.6 CAO Other Duties:

- 3.6.1 Hire or retain legal counsel on behalf of the Municipality;
- 3.6.2 In the case of an emergency, while still following the Procurement Policy FN-1300 as amended, authorize any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented at the next meeting of Council;
- 3.6.3 Maintain a current understanding of applicable Municipal ~~l~~egislation and leadership, as well as relevant ~~p~~Programs, Policies, and ~~i~~nitiatives of the provincial and federal governments; and
- 3.6.4 Take such other actions as necessary to carry out the responsibilities and duties assigned by Council.

3.7 ~~In accordance with Section 209 of the Act, the CAO may delegate any of their powers, duties, or functions under the Act, or any other enactment or Bylaw to a designated officer or an employee of the Municipality. The CAO may, in accordance with s.209 of the Act, delegate any powers, duties, or functions to an employee of the Town, provided such delegation is in writing and includes reporting and accountability measures.~~

## 4.0 CONDUCT OF THE CAO

### 4.1 In their relationship with Council, the CAO must:

- 4.1.1 Conduct him/herself themselves as the Municipality's Chief Policy Advisor in an honest and ethical manner;
- 4.1.2 Provide professionally sound, ethical, and legal advice that is in accordance with the Policies and objectives of Council;
- 4.1.3 Share information to all Members of Council when deemed appropriate in responding to a request from one Councillor;
- 4.1.4 Ensure that Members of Council are accorded respect in all personal and public comments;
- 4.1.5 Treat Members of Council with respect and integrity;

- 4.1.6 Lead, establish, and maintain a positive and constructive environment for Members of Council, residents, stakeholders, businesses, and Town employees;
  - 4.1.7 Listen carefully to the concerns of Council via the CAO's performance review and seek to improve any deficiencies on an ongoing basis; and
  - 4.1.8 Admit to mistakes of substance made by the CAO or Administration and take corrective action.
- 4.2 Through the process of carrying out their [a](#)Administrative duties, the CAO must:
- 4.2.1 Act on the will of Council as a whole only, not on the will of an individual Councillor, as established by Resolutions, Policies, and Bylaws of Council;
  - 4.2.2 Implement Council's directions and [S](#)strategic [P](#)plan, provide decision-making advice, and communicate customer needs;
  - 4.2.3 Direct the actions of Administration so that it is in accordance with the Policies and objectives of Council;
  - 4.2.4 Forward any complaints or concerns to the appropriate area or individual so that reasonable and prompt follow up is assured; and
  - 4.2.5 Address Administration activities that harm relationships with Members of Council, citizens, or stakeholders.
- 4.3 The CAO must refrain from abusive conduct, public comments on staff performance, personal charges, or verbal attacks upon the character or motive of Members of Council, citizens, stakeholders, boards and committees, or staff.

## 5.0 INDEMNIFICATION

The Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties, and functions given to the CAO by this Bylaw, the Act, any other applicable agreement binding on the Town, enactment or any other applicable Bylaw, Resolution, Policy, or Procedure.

## 6.0 CONFLICT

The provisions of this Bylaw shall prevail in any case where there is conflict between this Bylaw and any previous resolution or Bylaw of Council.

## 7.0 SEVERABILITY

- 7.1 If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, such portion shall be severed from the Bylaw, and the remainder is to remain valid.

## 8.0 DEFINITIONS

- 8.1 In this bylaw, words have the meanings set out in the Act, except as defined in section 8.2 to 8.164.
- 8.2 **Act:** the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

- 8.3 **Acting CAO:** Short-term appointment to carry out the duties of CAO due to an absence of the CAO.
- 8.4 **Administration:** the administrative and operational arm of the Municipality, comprised of the various Departments and including all employees who operate under the leadership and of the CAO.
- 8.4 **Chief Administrative Officer/(CAO):** the person appointed by Council to the position of Chief Administrative Officer of the Town of Hinton, or their designate, who shall exercise all powers, duties, and functions assigned under the Act s. 207, including supervision of all employees and implementation of Council decisions.
- 8.5 **Consult:** A two-way conversation between Council and the CAO which allows the CAO to understand Council's position on a matter, when the matter is under the CAO's authority.
- 8.6 **Council:** the municipal council of the Town of Hinton, including the Mayor and six (6) Councillors.
- 8.6 **Delegation:** The authority granted by the CAO to an employee to exercise powers, duties, or functions, in accordance with of the Act s. 208.
- 8.76 **Department:** The second highest level of the Administrative structure, lead by the Director.
- 8.87 **Deputy CAO:** The person appointed by the CAO to the position of Deputy Chief Administrative Officer of the Town of Hinton, or their designate.
- 8.98 **Division:** The highest level of the Administrative structure, lead by the CAO.
- 8.109 **Mayor:** the chief elected official of the Town of Hinton.
- 8.110 **Member of Council:** a member of Council including Councillors and the Mayor.
- 8.124 **Municipality/Town:** the municipal corporation of the Town of Hinton.
- 8.132 **Interim CAO:** Appointed by Council to carry out the duties of CAO for a specific period of time beyond which an Acting CAO should cover, due to a vacancy in the CAO position.
- 8.143 **Organizational Chart:** a graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.

## 7.0 REPEAL

- 7.1 ~~Bylaw No. 916-2 and Aa~~ All former versions are hereby repealed.

## 8.0 ENACTMENT

8.1 This Bylaw will come into force and effect when it receives third reading and is duly signed.

READ a First time this 7<sup>th</sup>~~20~~<sup>th</sup> day of ~~September~~January 202~~6~~1.

READ a Second time this ~~20~~<sup>7</sup><sup>th</sup> day of ~~September~~January 202~~6~~1.

READ a Third time this ~~7~~<sup>20</sup><sup>th</sup> day of ~~September~~January 202~~6~~1.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



## TOWN OF HINTON

### Administrative Report

☒ DIRECTION REQUEST   ☐ REQUEST FOR DECISION   ☐ INFORMATION ITEM

**DATE:** COMMITTEE OF THE WHOLE MEETING, January 13, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Nikiea Hope, Human Resources Manager  
**RE:** **CAO PERFORMANCE REVIEW POLICY CL 1111 AND CAO RECRUITMENT POLICY NO. CL 1109 AMENDMENTS**

#### Recommended Action

*That Committee refers Policy No. CL1111, Chief Administrative Officer Performance Review to the next Regular Council Meeting as presented.*

*That Committee refers Policy No. 1109, Chief Administrative Officer Recruitment to the next Regular Council Meeting as presented.*

#### Background

During the Regular Council meeting of October 7, 2025, the following motion was made:

*RC-251007.19 That Council direct Administration to bring forward the Town of Hinton Bylaw No. 1147 Chief Administrative Officer Oversight Committee to the next Organizational Meeting of Council for discussion on disbanding the Committee.*

*Carried Unanimously*

During the Organizational Meeting of Council on October 28, 2025, Council made the following motion:

*OCM – 251028.07 That Council dissolve the CAO Oversight Committee, rescind Bylaw No. 1147, and assign all responsibilities for CAO recruitment and performance evaluation to Council, with corresponding amendments made to Policy No. CL1111 and Policy No. 1109 to reflect Council as the governing body.*

*Carried Unanimously*

#### Analysis

This report presents the required updates to *Policy CL1111, CAO Performance Review* and *Policy CL1109, CAO Recruitment*, as directed by Council through Motion OCM-251028.07. The amendments formally shift responsibility for CAO recruitment and performance evaluation from the former Oversight Committee to Council and Committee of the Whole, ensuring both policies remain aligned with legislation and good governance practices.

### Policy CL1111, CAO Performance Review

Key updates include:

- Removal of all references to the CAO Oversight Committee.
- Council now holds full responsibility for initiating and approving the annual CAO performance review.
- Committee of the Whole now holds full responsibility for discussions and recommendations regarding the annual CAO performance review.
- Removal of the Executive Assistant role and responsibilities as business is conducted within the Council and Committee meeting schedule.
- Updated timelines to align with Council's meeting schedule and decision-making process.
- Schedule A: Revised performance review timeline to reflect Council-led process.
- Schedule D: Revised to the correct Bylaw number reference and removed the signature line, as approval of the document is through Council motion.
- Schedule E: Removed the signature line as approval of the document is through Council motion.

### Policy CL1109 – CAO Recruitment

Key Updates include:

- Removal of all references to the CAO Oversight Committee.
- Council now leads recruitment with the Human Resource Manager providing administrative support.
- Adjusted steps for interim appointments and candidate screening to reflect Council authority.

### Implications of Decision

#### Financial Implications

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

#### Legislative Implications

Conforms with:	Yes/No/ Partial/N/A:	Comments:
Council's Strategic Plan	Yes	Council's Key Principles; Strategic Priorities: Organizational Effectiveness
Municipal Policies or Bylaws	Yes	Policy No. CL1111, Chief Administrative Officer Performance Review Policy Policy No. CL 1109 CAO Recruitment Policy
Provincial Laws or MGA	Yes	Municipal Government Act, R.S.A. 2000, c. M-26
Other plans or policies	N/A	

**Level of Service Implications**

None identified.

**Public Engagement**

No direct impact on operational service levels. Administrative workload shifted slightly due to the reassignment of committee duties.

**Communications**

None identified.

**Risk / Liability**

Council remains legally responsible for the recruitment and performance evaluation of the CAO under the *Municipal Government Act (MGA)*. Clear processes exist to ensure that timelines for evaluations, documentation practices, and confidentiality measures continue to be upheld. Administrative support and structured reporting are in place to ensure consistency, accuracy, and accountability across both recruitment and performance management processes.

**Options / Alternatives**

1. That Committee refers Policy No. CL1111, Chief Administrative Officer Performance Review to a future Regular Council Meeting as presented.
2. That Committee refers Policy No. 1109, Chief Administrative Officer Recruitment to a future Regular Council Meeting as presented.
3. That Committee refers Policy No. CL1111, Chief Administrative Officer Performance Review to a future Regular Council Meeting as amended.
4. That Committee refers Policy No. 1109, Chief Administrative Officer Recruitment to a future Regular Council Meeting as amended.
5. That Committee refers Policy No. CL1111, Chief Administrative Officer Performance Review to a future Committee of a Whole Meeting for further discussion.
6. That Committee refers Policy No. 1109, Chief Administrative Officer Recruitment to a future Committee of a Whole Meeting for further discussion.

**Attachments / Links**

- [1. Draft CAO Performance Review Policy CL1111 Schedule A Timeline](#)
- [2. CAO Performance Review Policy CL1111 Schedule B Council CAO Performance Review Form](#)
- [3. CAO Performance Review Policy CL1111 Schedule C Director CAO Performance Review Form](#)
- [4. CAO Performance Review Policy CL1111 Schedule D Goal Setting Form](#)
- [5. CAO Performance Review Policy CL1111 Schedule E Prof Dev Salary](#)
- [6. Red Lined CAO Roles and Responsibilities Bylaw 1159-1](#)
- [7. Red Lined Draft CAO Performance Review Policy CL1111](#)



## CAO Performance Review Policy No. CL1111 Schedule A Chief Administrative Officer Performance Review Timeline

### Annual CAO Performance Review Timeline

Last Regular of July (7.1)	<ul style="list-style-type: none"> <li>• <b>Council</b> determines if the process will be facilitated by the Mayor or a Consultant</li> <li>• <b>Council</b> determines which 3 Directors can provide input into the performance review</li> </ul>
Week prior to 1st COW of Aug (7.2)	<ul style="list-style-type: none"> <li>• <b>HR Manager</b> provides the CAO, Mayor / Consultant with forms (Schedule B, C, D), and any additional documents</li> </ul>
1st COW of Aug (7.3, 7.4)	<ul style="list-style-type: none"> <li>• <b>Mayor / Consultant</b> provides Committee with the performance review and goal setting forms (Schedule B, D)</li> <li>• <b>Mayor / Consultant</b> sends evaluation form to Directors (Schedule C)</li> </ul>
prior to end of Aug (7.2.2, 7.3.2, 7.4.2)	<ul style="list-style-type: none"> <li>• <b>CAO</b> submits written input on the status of current goals, self-evaluation, wage / benefit adjustment requests to the Mayor / Consultant (Schedules B, C, D)</li> <li>• <b>Mayor / Consultant</b> receives input from CAO, Council and Directors and compiles the input to present to Committee</li> </ul>
1st COW in Sep (7.5)	<ul style="list-style-type: none"> <li>• <b>Mayor / Consultant</b> consolidates the performance review (Schedule B, C), goals (Schedule D), and presents to Committee in closed session</li> </ul>
1st &/or 2nd COW in Sep (7.6)	<ul style="list-style-type: none"> <li>• <b>Committee</b> reviews the information (Schedules B, C), goals (Schedule B, D), and recommends any salary / benefits adjustments (Schedule E) in closed session</li> <li>• <b>CAO and Committee</b> meet to discuss the review, goals, any salary / benefits adjustments (Consultant report and/or Schedules B, C, D, E) in closed session</li> </ul>
Last Regular in Sep or 1st Regular in Oct (7.7)	<ul style="list-style-type: none"> <li>• <b>Council</b> approves the performance review, goals, and any salary / benefits adjustments (Schedule E) in closed session</li> </ul>
Last Regular in Sep or 1st Regular in Oct (7.8)	<ul style="list-style-type: none"> <li>• <b>CAO and Council / Consultant</b> meet to discuss approved goals, and any salary / benefits adjustments (Schedule E) in closed session</li> </ul>





## CAO Performance Review Policy No. CL1111 Schedule A Chief Administrative Officer Performance Review Timeline

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### Bi Annual CAO Goal Setting & Review Timeline

CAO Hire	<ul style="list-style-type: none"> <li>• <b>Council</b> set goals for CAO (Schedule D) within three months of hire in closed session</li> <li>• <b>Council</b> meets with CAO to review goals in closed session</li> </ul>
Week prior to 1st COW in Feb (7.9)	<ul style="list-style-type: none"> <li>• <b>CAO</b> submits written input on the status of the current goals to Committee (Schedule D)</li> </ul>
1st &/or 2nd COW in Feb (7.9)	<ul style="list-style-type: none"> <li>• <b>Mayor</b> presents information to Committee (Schedule D), receives input from Committee in closed session, and compiles all the information</li> <li>• <b>CAO</b> and Committee meet to discuss the status of current goals (Schedule D) in closed session</li> </ul>
1st Regular in Mar (7.9)	<ul style="list-style-type: none"> <li>• <b>CAO</b> and <b>Council</b> meet to approve current goals (Schedule D)</li> </ul>



## CAO Performance Review Policy No. CL1111 Schedule B Council & Chief Administrative Officer Performance Review Form

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

### Type of Review

☐ Annual ☐ Other

### Purpose of Performance Review

In accordance with Section 205(1) of the Act, Council must provide the Chief Administrative Officer (CAO) with an annual written performance review of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under Section 207 of the Act.

Performance review for the CAO can serve any or all of the following purposes:

- To formally review the relationship that exists between the municipality and its CAO in order to maintain, strengthen, or change the relationship if required.
- To assess performance in relation to the role, responsibilities, authority, and duties of the CAO.
- To set forward thinking goals and objectives with criteria for evaluation.
- To recognize achievements and address shortcomings.
- To determine professional development opportunities reflecting the best interest of the CAO and the Town.
- To serve as a basis for salary adjustment.

### Rating Scale

- |                       |                         |
|-----------------------|-------------------------|
| 1. Unacceptable       | 4. Exceeds Expectations |
| 2. Needs Improvement  | 5. Outstanding          |
| 3. Meets Expectations |                         |

### Performance Review – Council and CAO to Complete

#### 1.0 Relationship with Council

1.1 Demonstrates understanding of Council's mandate and responsibilities in relation to that of the CAO:

**Rating: 1 2 3 4 5**

1.2 Demonstrates ability and willingness to respond quickly and appropriately to the direction of Council:

**Rating: 1 2 3 4 5**



**CAO Performance Review Policy No. CL1111 Schedule B**  
**Council & Chief Administrative Officer Performance Review Form**

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- 1.3 Communicates well with Council including the presentation of reasonable and professional views and advice in both formal and informal settings:

**Rating: 1 2 3 4 5**

- 1.4 Conveys support of Council to staff and to those in the organization:

**Rating: 1 2 3 4 5**

- 1.5 Facilitates a reasonable working relationship with the Mayor and Council:

**Rating: 1 2 3 4 5**

- 1.6 Communicates well with Council including presentation of reasonable and professional views and advice in both formal and informal settings:

**Rating: 1 2 3 4 5**

- 1.7 Understands the limitations of his/her own position:

**Rating: 1 2 3 4 5**

**2.0 Public Service**

- 2.1 Responds promptly and effectively to public concerns/complaints with satisfactory outcomes. Ensures good public service throughout the organization:

**Rating: 1 2 3 4 5**



**CAO Performance Review Policy No. CL1111 Schedule B**  
**Council & Chief Administrative Officer Performance Review Form**

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2.2 Communicates with the public appropriately and effectively:

**Rating: 1 2 3 4 5**

**3.0 Understanding the Community**

3.1 Has a clear understanding of the background of most of the major issues and demonstrates understanding in the decision-making process:

**Rating: 1 2 3 4 5**

3.2 Takes steps to make sure he/she is aware of the key decision makers within the community and their views on the issues of the day:

**Rating: 1 2 3 4 5**

3.3 Finds suitable ways of ensuring the public is informed with regards to any new services available:

**Rating: 1 2 3 4 5**

3.4 Demonstrates effectiveness in dealing with the public and stakeholders:

**Rating: 1 2 3 4 5**

3.5 Publicly portrays his/her support to the corporate goals of the Council:

**Rating: 1 2 3 4 5**



## CAO Performance Review Policy No. CL1111 Schedule B Council & Chief Administrative Officer Performance Review Form

### Current Year Goal Review

Referencing the current CAO goals from the last year's review, please outline any successes in achieving the goals and likewise identify any issues/roadblocks which prevented goal achievement.

*Remember to use Schedule D CAO Goal Setting form to set the upcoming goals.*

*Remember to use Schedule D CAO Goal Setting form to populate this section.*

**Goals:** What is to be done and how does it relate to Council's strategic plan?

**Performance Measure:** How will we know it has been accomplished?

**Result:** What was accomplished? Did the methods reflect Town Policies and values?

**Follow-up:** Comments or suggestions

<b>Goal</b>		
<b>Rating: 1 2 3 4 5</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>

<b>Goal</b>		
<b>Rating: 1 2 3 4 5</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>

<b>Goal</b>		
<b>Rating: 1 2 3 4 5</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>



**CAO Performance Review Policy No. CL1111 Schedule B**  
**Council & Chief Administrative Officer Performance Review Form**

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<b>Goal</b>		
<b>Rating: 1 2 3 4 5</b> Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>

<b>Goal</b>		
<b>Rating: 1 2 3 4 5</b> Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>



## CAO Performance Review Policy No. CL1111 Schedule C Director & Chief Administrative Officer Performance Review Form

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Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

### Type of Review

☐ Annual ☐ Other

### Purpose of Performance Review

In accordance with Section 205(1) of the Act, Council must provide the Chief Administrative Officer (CAO) with an annual written performance review of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under Section 207 of the Act.

Performance review for the CAO can serve any or all of the following purposes:

- To formally review the relationship that exists between the municipality and its CAO in order to maintain, strengthen, or change the relationship if required.
- To assess performance in relation to the role, responsibilities, authority, and duties of the CAO.
- To set forward thinking goals and objectives with criteria for review.
- To recognize achievements and address shortcomings.
- To determine professional development opportunities reflecting the best interest of the CAO and the Town.
- To serve as a basis for salary adjustment.

### Rating Scale

- |                       |                         |
|-----------------------|-------------------------|
| 1. Unacceptable       | 4. Exceeds Expectations |
| 2. Needs Improvement  | 5. Outstanding          |
| 3. Meets Expectations |                         |

### Performance Review – Director and CAO to Complete

#### 1.0 Relationship to Staff

1.1 Communicates the goals, objectives, priorities, and decisions of Council directly to senior staff:

**Rating: 1 2 3 4 5**

1.2 Delegates appropriate responsibilities and authority to staff:

**Rating: 1 2 3 4 5**



**CAO Performance Review Policy No. CL1111 Schedule C**  
**Director & Chief Administrative Officer Performance Review Form**

1.3 Provides follow-up assistance to staff as necessary. Encourages staffs individual growth:

**Rating: 1 2 3 4 5**

1.4 Spends time interacting with employees at all levels of the organization:

**Rating: 1 2 3 4 5**

1.5 Provides leadership by example in areas of ethical behavior, public service, accountability, and reliability:

**Rating: 1 2 3 4 5**

1.6 Ensures staff has a safe and healthy work environment and the tools and equipment required to do their job safely:

**Rating: 1 2 3 4 5**

1.7 Senior staff is appropriately involved in the decision-making process:

**Rating: 1 2 3 4 5**

1.8 Ensures staff is suitably informed with regards to the decisions of Council:

**Rating: 1 2 3 4 5**

1.9 Demonstrates supports of senior staff in pursuing the appropriate training necessary to further enhance their skills development:

**Rating: 1 2 3 4 5**





## CAO Performance Review Policy No. CL1111 Schedule C Director & Chief Administrative Officer Performance Review Form

1.10 Demonstrates concern for, and listens to, staff input and responds accordingly:

**Rating:** 1 2 3 4 5

1.11 Motivates, coaches, and performance manages staff as necessary:

**Rating:** 1 2 3 4 5

### 2.0 Management Practices

2.1 Demonstrates and communicates concern for health and safety in the workplace. Ensures Policies, Directives, and Procedures are in place to protect employees and the public:

**Rating:** 1 2 3 4 5

2.2 Builds a strong cohesive senior team, ensures departmental teams are strong and people issues throughout the organization are dealt with in a fair and timely manner:

**Rating:** 1 2 3 4 5

2.3 Ensures that appropriate Policies and systems are in place and followed through with municipal finances, human resource management, and loss control:

**Rating:** 1 2 3 4 5

### 3.0 Corporate Leadership

3.1 Using the same ranking scale, rank to what extent the CAO demonstrates the following abilities and skills required for effective corporate leadership.

- |   |       |
|---|-------|
| a. Aligning values and visions                          | _____ |
| b. Thinking strategically                               | _____ |
| c. Focusing key resources while maintaining flexibility | _____ |
| d. Managing priorities                                  | _____ |
| e. Balancing quality and quantity to achieve results    | _____ |
| f. Taking ownership, responsibility, and accountability | _____ |



**CAO Performance Review Policy No. CL1111 Schedule C**  
**Director & Chief Administrative Officer Performance Review Form**

- g. Influencing while maintaining interpersonal awareness \_\_\_\_\_
- h. Continually improving people, products, and processes \_\_\_\_\_

3.2 What areas does the CAO provide strong administrative leadership in:

3.3 Define the areas of leadership which are important and list them from strongest to weakest to identify improvement areas for the CAO.

3.4 Provides quality advice, guidance, and direction to staff in the day-to-day decision making of the organization:

**Rating: 1 2 3 4 5**

3.5 Demonstrates ability to plan ahead by setting and accomplishing short- and long-term targets. Employs strategy during reassessment of unsuccessful targets:

**Rating: 1 2 3 4 5**



## CAO Performance Review Policy No. CL1111 Schedule D Chief Administrative Officer Goal Setting Form

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*A Bylaw to Establish the Role and Responsibilities of the Chief Administrative Office Bylaw #1159 should accompany this form.*

### Goals

*Goals:* What is to be done and how does it relate to Council's strategic plan?

*Performance Measure:* How will we know it has been accomplished?

*Result:* What was accomplished? Did the methods reflect Town policies and values?

*Follow-up:* Comments or suggestions.

### Upcoming Year Goal Setting

What are the new strategic goals and key results (which link to the CAO's goals, the municipality's Strategic Plan, and Council's priorities) for the coming year?

Goal		
Comments:		
Performance Measure	Results	Follow-up

Goal		
Comments:		
Performance Measure	Results	Follow-up



**CAO Performance Review Policy No. CL1111 Schedule D**  
**Chief Administrative Officer Goal Setting Form**

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<b>Goal</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>

<b>Goal</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>

<b>Goal</b>		
Comments:		
<b>Performance Measure</b>	<b>Results</b>	<b>Follow-up</b>



**CAO Performance Review Policy No. CL1111 Schedule E**  
**Chief Administrative Officer Professional Development and Salary**  
**Form**

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### Professional Development:

Identify plans in the coming year for ongoing training and professional development

Development Objective	Specific Experience/Course/Activity	Target Completion Date	Completed Yes/No

Estimated Development costs (e.g. tuition, fees, travel, etc.): \$ \_\_\_\_\_

### Annual Salary Review

Previous Salary: \$ \_\_\_\_\_ Current Salary: \$ \_\_\_\_\_

Adjusted Salary: \$ \_\_\_\_\_ Bonus: \$ \_\_\_\_\_



**TOWN OF HINTON  
BYLAW NO. 1159-1**

**A BYLAW OF THE TOWN OF HINTON TO ESTABLISH THE ROLE  
AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE  
OFFICER**

**WHEREAS**, pursuant to section 205(1) of the *Municipal Government Act*, Council must establish by Bylaw a position of Chief Administrative Officer;

**AND WHEREAS**, Council may, in accordance with Section 203 of the *Municipal Government Act*, delegate executive and administrative duties, powers, and functions;

**NOW THEREFORE**, the Council of the Town of Hinton, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 SHORT TITLE**

- 1.1 This Bylaw may be referred to as the “CAO Bylaw.”

**2.0 APPOINTMENT, TERMS & CONDITIONS**

- 2.1 Council hereby establishes the position of Chief Administrative Officer (CAO).
- 2.2 Council must, by resolution, appoint an individual to the position of CAO.
- 2.3 The person appointed by Council to the position of CAO will hold the position under terms and conditions established by an employment agreement as determined by Council.
- 2.4 Council may, by resolution, appoint an Interim CAO. The Interim CAO must act as the CAO if the CAO will be absent for over a month or is otherwise prevented from fulfilling the role of the CAO:
- 2.4.1 The Interim CAO shall have all the duties, powers, and functions of the CAO as provided in the Act, this Bylaw, the job description for the CAO, and other Provincial legislation and Town Bylaws, Policies, and Procedures.
- 2.5 The CAO may appoint an Acting CAO where such absences are for a period of less than one month:
- 2.5.1 The Acting CAO shall have all the duties, powers, and functions of the CAO as provided in the Act, this Bylaw, the job description for the CAO, and other Provincial legislation and Town Bylaws, Policies and Procedures.

- 2.6 The appointment, suspension, or revocation of the CAO may only be made by a resolution of Council approved by a majority of the whole Council, in accordance with the Act.

2.6.1 Council shall not require a voting threshold greater than a simple majority.

### **3.0 RESPONSIBILITIES**

- 3.1 In order to carry out the responsibilities of the position, in accordance with any Bylaw or Policy of Council, Sections 207 and 208 of the Act, and any other enactment, the CAO has the authorities and responsibilities set out in this section. The CAO also has all of the powers, duties, and functions that are given to a CAO under the Act or any other enactment.

#### **3.2 CAO Administrative Management Duties:**

- 3.2.1 Hire, dismiss, promote, demote, reward, or discipline any municipal employee;
- 3.2.2 Direct, supervise, and review the performance of all departments and employees of the Municipality;
- 3.2.3 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality;
- 3.2.4 Determine the structure of Administration including establishing, merging, dividing, and eliminating Departments and establishing a managerial hierarchy as required for the effective, efficient, and safe operation of the Town;
- 3.2.5 Bring to Council for approval any change to the structure of the Administration of the Town which requires an increase to the approved budget and the approved Strategic Plan;
- 3.2.6 Seek approval from Council regarding the creation or elimination of a Deputy CAO position;
- 3.2.7 Implement all Programs and Policies of the Municipality; and
- 3.2.8 Present the Organizational Chart to Council on a yearly basis as an information item.

#### **3.3 CAO Council-Related Duties:**

- 3.3.1 Meeting Attendance:
  - a) Be present at any meeting of Council unless excused therefrom,
  - b) Attend meetings of such boards, committees, commissions, or other bodies as may be required.
- 3.3.2 Budgeting:
  - a) Oversee the preparation of budgets for operating and capital programs annually or more often as required or directed by Council;
  - b) At the end of each fiscal year, or as required or directed by Council, prepare and submit a complete financial report on all financial activities of the Town during the preceding year;
  - c) Monitor and report on the operating and capital budgets approved by Council; and

- d) At no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets unless in accordance with established Policy and Procedure respecting unbudgeted expenditures.

#### 3.3.3 Communication:

- a) Advise and inform Council or Council committees on the operation and affairs of the Municipality;
- b) Provide reports and updates to Council regarding activities and community concerns;
- c) Ensure that Council is aware of any key administrative and political issues as they arise;
- d) Ensure that Council is made aware of all available information for each issue, at least to the extent that Administration is aware of such information;
- e) Keep Council informed on progress, recommended changes, and new matters that relate to the strategic plan and work programs on a regular basis; and
- f) Prior to the execution of Section 3.2.4 above, the CAO must consult and inform Council of any substantial impact to the function and/or focus of Administration resulting from the structural change.

#### 3.3.4 Council and Committee Reports:

- a) Prepare and submit reports and recommendations as required by Council and Council committees,
- b) Ensure that Council has access to reasonable decision options as well as the recommendation of the CAO,
- c) Utilize a consistent format and be proactive in providing a full range of information, background, issues defined, available options, and implications in the Requests for Decision reports and Direction Requests required for decision-making.
- d) The CAO must comply with statutory reporting requirements under the Act, including providing written reports to Council regarding exercise of natural person powers and sharing information with all members of Council.

### 3.4 CAO Bylaw & Policy Development Duties:

- 3.4.1 Develop and recommend, for Council approval, Bylaws and Policies dealing with non-administrative matters as directed by Council, or at the initiation of Administration; and
- 3.4.2 Develop, approve, and implement Policies, Procedures, and Practices dealing strictly with administrative matters.

### 3.5 CAO Third Party Relations Duties:

- 3.5.1 Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality provided the expenditure does not exceed the



amount approved by Council in its annual budget or result in a decrease to anticipated revenue which will impact the budget;

- a) Should the contract, agreement, or transaction result in a budgetary impact as outlined in Section 3.5.1, the CAO is to bring a Report and recommend the approval of such to Council,
- 3.5.2 Conclude contract negotiations on behalf of the Municipality to a financial limit established by Policy or resolution; and
- 3.5.3 Sign any order, agreement, cheque, negotiation instrument, or document made or executed on behalf of the Municipality.

### 3.6 CAO Other Duties:

- 3.6.1 Hire or retain legal counsel on behalf of the Municipality;
  - 3.6.2 In the case of an emergency, while still following the Procurement Policy FN-1300 as amended, authorize any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented at the next meeting of Council;
  - 3.6.3 Maintain a current understanding of applicable Municipal legislation and leadership, as well as relevant programs, Policies, and initiatives of the provincial and federal governments; and
  - 3.6.4 Take such other actions as necessary to carry out the responsibilities and duties assigned by Council.
- 3.7 The CAO may, in accordance with s.209 of the Act, delegate any powers, duties, or functions to an employee of the Town, provided such delegation is in writing and includes reporting and accountability measures.

## 4.0 CONDUCT OF THE CAO

### 4.1 In their relationship with Council, the CAO must:

- 4.1.1 Conduct themselves as the Municipality's Chief Policy Advisor in an honest and ethical manner;
- 4.1.2 Provide professionally sound, ethical, and legal advice that is in accordance with the Policies and objectives of Council;
- 4.1.3 Share information to all Members of Council when deemed appropriate in responding to a request from one Councillor;
- 4.1.4 Ensure that Members of Council are accorded respect in all personal and public comments;
- 4.1.5 Treat Members of Council with respect and integrity;
- 4.1.6 Lead, establish, and maintain a positive and constructive environment for Members of Council, residents, stakeholders, businesses, and Town employees;
- 4.1.7 Listen carefully to the concerns of Council via the CAO's performance review and seek to improve any deficiencies on an ongoing basis; and
- 4.1.8 Admit to mistakes of substance made by the CAO or Administration and take corrective action.

- 4.2 Through the process of carrying out their administrative duties, the CAO must:
- 4.2.1 Act on the will of Council as a whole only, not on the will of an individual Councillor, as established by Resolutions, Policies, and Bylaws of Council;
  - 4.2.2 Implement Council's directions and Strategic Plan, provide decision-making advice, and communicate customer needs;
  - 4.2.3 Direct the actions of Administration so that it is in accordance with the Policies and objectives of Council;
  - 4.2.4 Forward any complaints or concerns to the appropriate area or individual so that reasonable and prompt follow up is assured; and
  - 4.2.5 Address Administration activities that harm relationships with Members of Council, citizens, or stakeholders.
- 4.3 The CAO must refrain from abusive conduct, public comments on staff performance, personal charges, or verbal attacks upon the character or motive of Members of Council, citizens, stakeholders, boards and committees, or staff.

## 5.0 INDEMNIFICATION

The Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties, and functions given to the CAO by this Bylaw, the Act, any other applicable agreement binding on the Town, enactment or any other applicable Bylaw, Resolution, Policy, or Procedure.

## 6.0 CONFLICT

The provisions of this Bylaw shall prevail in any case where there is conflict between this Bylaw and any previous resolution or Bylaw of Council.

## 7.0 SEVERABILITY

- 7.1 If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, such portion shall be severed from the Bylaw, and the remainder is to remain valid.

## 8.0 DEFINITIONS


- 8.1 In this bylaw, words have the meanings set out in the Act, except as defined in section 8.2 to 8.16.
- 8.2 **Act:** the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- 8.3 **Acting CAO:** Short-term appointment to carry out the duties of CAO due to an absence of the CAO.
- 8.4 **Administration:** the administrative and operational arm of the Municipality, comprised of the various Departments and including all employees who operate under the leadership and of the CAO.

- 8.4 **Chief Administrative Officer (CAO):** the person appointed by Council to the position of Chief Administrative Officer of the Town of Hinton, or their designate, who shall exercise all powers, duties, and functions assigned under the Act s. 207, including supervision of all employees and implementation of Council decisions.
- 8.5 **Consult:** A two-way conversation between Council and the CAO which allows the CAO to understand Council's position on a matter, when the matter is under the CAO's authority.
- 8.6 **Council:** the municipal council of the Town of Hinton, including the Mayor and six (6) Councillors.
- 8.6 **Delegation:** The authority granted by the CAO to an employee to exercise powers, duties, or functions, in accordance with of the Act s. 208.
- 8.7 **Department:** The second highest level of the Administrative structure, lead by the Director.
- 8.8 **Deputy CAO:** The person appointed by the CAO to the position of Deputy Chief Administrative Officer of the Town of Hinton, or their designate.
- 8.9 **Division:** The highest level of the Administrative structure, lead by the CAO.
- 8.10 **Mayor:** the chief elected official of the Town of Hinton.
- 8.11 **Member of Council:** a member of Council including Councillors and the Mayor.
- 8.12 **Municipality/Town:** the municipal corporation of the Town of Hinton.
- 8.13 **Interim CAO:** Appointed by Council to carry out the duties of CAO for a specific period of time beyond which an Acting CAO should cover, due to a vacancy in the CAO position.
- 8.14 **Organizational Chart:** a graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.
- 7.0 REPEAL**
- 7.1 All former versions are hereby repealed.
- 8.0 ENACTMENT**
- 8.1 This Bylaw will come into force and effect when it receives third reading and is duly signed.
- READ a First time this 20<sup>th</sup> day of January 2026.
- READ a Second time this 20<sup>th</sup> day of January 2026.

READ a Third time this 20<sup>th</sup> day of January 2026.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

	<b>CAO Performance Review Policy</b>
	<b>Council Approved</b>
	<b>Council CL1111</b>
	<b>Approved</b> DATE, 202X
	<b>Next Review Date</b> DATE

## 1.0 POLICY STATEMENT

- 1.1 The Town of Hinton Council recognizes the importance of performance reviews in maintaining an effective and professional relationship between Council and the Town's Chief Administrative Officer (CAO) and commits to a consistent formal review process.

## 2.0 PURPOSE

- 2.1 The purpose of this Policy is to establish a structured process for conducting annual performance reviews for the CAO. The performance review aims to assess the CAO's effectiveness in fulfilling their responsibilities and achieving organizational goals.

## 3.0 SCOPE

- 3.1 This Policy applies to Council, the CAO, Directors, and the Human Resources (HR) Manager.

## 4.0 RESPONSIBILITIES

- 4.1 Council will:
- 4.1.1 Determine if the performance review will be facilitated in whole or in part by the Mayor or a Consultant;
  - 4.1.2 Determine which three (3) Directors can provide input into the performance review;
  - 4.1.3 Evaluate and approve the written performance review and any related adjustments to salary and benefits;
  - 4.1.4 Ensure any adjustments to salary and benefits are included in the annual Budget; and
  - 4.1.5 Approve changes to this Policy.
- 4.2 The Mayor will:
- 4.2.1 Approve and sign the contract with the Consultant.

- 4.3 The Mayor and/or a Consultant will:
  - 4.3.1 Oversee implementation of the performance review procedure;
  - 4.3.2 Maintain a confidential record of staff who provided input; and
  - 4.3.3 Share results of performance reviews with Council and provide all applicable performance review records to the HR Manager for the CAO's personnel file.
- 4.4 The Chief Administrative Officer will:
  - 4.4.1 Ensure the Policy and Procedures are followed;
  - 4.4.2 Respond to the completed performance review in a timely manner;
  - 4.4.3 Provide input on goals for the upcoming year; and
  - 4.4.4 Come prepared for updates and contribute to performance discussions.
- 4.5 The HR Manager will:
  - 4.5.1 Prepare necessary information and forms, and provide them to the Council, the Committee of the Whole, Consultant, and the CAO as per the approved schedule for the annual performance review, including a copy of the previous performance review;
  - 4.5.2 Ensure all documents are properly authorized and filed;
  - 4.5.3 Advise Director of Corporate Services of any payroll adjustments authorized by Council; and
  - 4.5.4 Draft any amendments to this Policy as directed by Council.

## **5.0 RELATED MATTERS & REFERENCES**

- 5.1 *Alberta Human Rights Act.*
- 5.2 CAO Bylaw No. 1159.
- 5.3 CAO Recruitment Policy No. 1109.
- 5.4 Council Code of Conduct Bylaw No. 1124.
- 5.5 Current CAO Employment Contract.

## **6.0 STANDARDS**

- 6.1 The performance evaluation is based on the principles of communication:
  - 6.1.1 To facilitate two-way communication between the CAO and Council regarding performance and personal development;
  - 6.1.2 All participants are to engage in open and honest dialogue both at the review meetings and throughout the year; and

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This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

- 6.2 Except for the first performance evaluation, in providing feedback Council will consider the full year under review and the entire spectrum of the CAO's responsibilities.
- 6.3 Council's approved Strategic Goals and pre-established annual goals will be the primary context for determining effective performance in addition to organizational leadership and strong relationships with key stakeholders.

## **7.0 PROCEDURES**

- 7.1 The Council will determine if the performance review will be facilitated in whole or in part by the Mayor or a Consultant at the last Regular Council Meeting in July. Council will also determine which three (3) Directors will participate in the performance review at this meeting.
  - 7.1.1 If the facilitation will be split between a Consultant and the Mayor Council must define the work to be performed by each.
- 7.2 The CAO shall be provided with the performance review form and goal setting form (Schedule B – Council & Chief Administrative Officer Performance Review Form, Schedule C – Director & Chief Administrative Officer Performance Review Form, Schedule D – Goal Setting Form), plus any other relevant documents, and notified of the upcoming review during the week before the first Committee of the Whole Meeting in August.
  - 7.2.1 The CAO shall complete a self-assessment using the provided forms, reflecting on their accomplishments, challenges, and areas for improvement over the past year. The CAO shall also submit any compensation, benefit, or Employment Agreement adjustments requests at this time.
  - 7.2.2 The CAO self-assessment shall be submitted to the Mayor or Consultant prior to the second Committee of the Whole Meeting in August.
- 7.3 Council shall be provided with the performance evaluation form and goal setting form (Schedule B – Council & Chief Administrative Officer Performance Review Form, Schedule D – Goal Setting Form) at the first Committee of the Whole Meeting in August.
  - 7.3.1 Council shall complete the evaluation using the provided forms, reflecting on the CAOs accomplishments, challenges, and areas for improvement over the past year.
  - 7.3.2 Council's evaluations shall be submitted to the Mayor or Consultant prior to the end of August.
- 7.4 At least three (3) Directors shall be provided with the performance review form (Schedule C – Director & Chief Administrative Officer Performance Review Form) by the first Committee of the Whole Meeting in August.

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This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

- 7.4.1 The Directors shall complete the evaluation using the provided forms, reflecting on the CAOs accomplishments, challenges, and areas for improvement over the past year.
- 7.4.2 The Directors evaluations shall be submitted to the Mayor or Consultant prior to the end of August.
- 7.5 The Mayor or Consultant shall compile the information into one document and present to Committee during a closed session at the first Committee of the Whole Meeting in September.
- 7.6 The Committee shall review the performance review document and CAO goals to develop a recommendation for any salary and/or benefit (Schedule E – Professional Development and Salary Form) adjustments in closed session(s) during the first and/or second Committee of the Whole Meeting(s) in September, as required.
  - 7.6.1 During this time, the Committee shall meet with the CAO in closed session(s) to review the results of the evaluation and provide the CAO with an opportunity to offer comments or clarification related to the assessment. The Committee may also receive input from the CAO regarding compensation and/or benefit adjustments for the upcoming year. Input provided by the CAO does not obligate the Committee or Council to amend the performance review or to approve any adjustment to compensation or benefits.
- 7.7 Council shall approve the performance review document, CAO goals, and any salary and/or benefit adjustments at the last Regular Council Meeting in September or the first Regular Council Meeting in October.
- 7.8 During the last Regular Council Meeting in September or the first Regular Council Meeting in October during closed session, the CAO and Council and/or Consultant will discuss the performance review, CAO, goals, and any salary and/or benefit adjustments.
  - 7.8.1 The meeting agenda shall include a discussion of the CAO's self-assessment, feedback from Council members, feedback from Directors, any performance-related matters, and any salary and/or benefits adjustments.
  - 7.8.2 The meeting agenda shall also include a discussion of the CAO's current and establishing future goals.
  - 7.8.3 Council and/or Consultant shall provide constructive feedback, commendations for exemplary performance, and recommendations for improvement.
- 7.9 The goals will be reviewed mid-year between the CAO and Council.

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This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.



## 8.0 APPENDICES, PROCEDURES, & FORMS

- 8.1 Schedule A - Performance Review Timeline.
- 8.2 Schedule B – Council & Chief Administrative Officer Performance Review Form.
- 8.3 Schedule C – Director & Chief Administrative Officer Performance Review Form.
- 8.4 Schedule D – Chief Administrative Officer Goal Setting Form.
- 8.5 Schedule E - Chief Administrative Officer Professional Development and Salary Form.

## 9.0 DEFINITIONS

- 9.1 **Act:** the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended.
- 9.2 **Chief Administrative Officer (CAO):** the person appointed by Council to the position of chief administrative officer of the Town of Hinton, or their designate.
- 9.3 **Consultant:** A professional who provides advice or services in the area of CAO performance reviews.
- 9.4 **Council:** the Municipal Council of the Town of Hinton, including the Mayor and six Councilors.

## 10.0 REVISION CONTROL

- 10.1 This Policy must be reviewed every six (6) years.
- 10.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision

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This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.



# TOWN OF HINTON

## Administrative Report

☒ DIRECTION REQUEST    ☐ REQUEST FOR DECISION    ☐ INFORMATION ITEM

**DATE** Committee of the Whole Meeting of January 13, 2026  
**PRESENTED BY:** Alicia Bourbeau, Corporate Services Director  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**RE:** **ATIA BYLAW NO. 2025**

### Recommended Action

*That Committee refer the draft ATIA Bylaw No. 2025 to the next Regular Meeting of Council, as presented.*

### Background

In June 2025, Alberta's Freedom of Information and Protection of Privacy Act was repealed and replaced by two new Acts: The Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).

Section 98 of the ATIA requires local public bodies to designate, by bylaw, a person or group of persons to act as the Head of the local body for the purposes of the Act. The section also allows the local body to set fees for access requests. Section 87 of ATIA states that the Head of a public body may delegate to any person any power, duty or function of the head under this Act, except the power to delegate itself. This delegation must be in writing.

### Analysis

This report is before Committee to review the draft ATIA Bylaw No. 2025 (Attachment 1). Once passed, the ATIA Bylaw will replace the current [FOIP Bylaw No. 2008](#).

The draft bylaw designates the Chief Administrative Officer as the Head of the Town and includes a Delegation Instrument that delegates powers and responsibilities under ATIA to the ATI Coordinator (the Legislative Services Coordinator). The draft bylaw states that any fees payable for ATI services will be in accordance with ATIA.

### Implications of Decision

#### Financial Implications

N/A

#### Level of Service Implications

The Town requires a legislatively compliant ATIA Bylaw to serve the public.

#### Communications/Public Engagement Implications

Once adopted, the ATIA Bylaw will be posted on the Town of Hinton website.

#### Risk/Liability Implications

Designating the Head of the Town by bylaw is a legal requirement of ATIA.

Legislative Implications		
Conforms with:	Yes/No/ Partial/NA	Comments
Council's Strategic Plan	Yes	Staff and Council have a clear understanding of their roles and objectives.
Municipal Policies or Bylaws	NA	
Provincial Laws or MGA	Yes	Access to Information Act, Sections 98 and 87.
Other plans or policies	NA	

### Options / Alternatives

1. That Committee refer the draft ATIA Bylaw No. 2025 to a future Regular Meeting of Council, as presented.
2. That Committee refer the draft ATIA Bylaw No. 2025 to a future Regular Meeting of Council, as amended.
3. That Committee accept this report for information.

### Attachment(s)

1. Draft ATIA Bylaw No. 2025



## **TOWN OF HINTON BYLAW No. 2025**

Bylaw of the Town of Hinton in the Province of Alberta to designate the Head and establish fees under the Access to Information Act.

**WHEREAS** pursuant to section 98 of the Access to Information Act, the Town of Hinton must designate a person or group of persons as Head of the public body for the purposes of this Act.

**AND WHEREAS** pursuant to section 98 of the Act, the Town of Hinton may set any fees the municipality requires to be paid under section 96, which must not exceed the fees provided for in the regulations.

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

### **Part 1: Interpretation**

#### **1.0 TITLE**

1.1 This Bylaw may be referred to as the "ATIA Bylaw"

#### **2.0 DEFINITIONS**

2.1 "Act" means the Access to Information Act, SA 2024, Chapter A-1.4 as amended from time to time;

2.2 "Applicant" means a person who makes a request for access to a record under section 7(1) of the Act

2.3 "Chief Administrative Officer" also known as the CAO means the person appointed CAO of the Town of Hinton or their designate.

2.4 "Delegation Instrument" is the document that outlines the duties and responsibilities related to the Act, as delegated by the Head.

2.5 "Head" means the person or group of persons designated under section 98(a) of the Act.

2.6 "Province" means the Province of Alberta.

## **Part 2: Application**

### **3.0 DESIGNATED AUTHORITY**

- 3.1 The CAO is designated as the Head of the public body, as defined in the Act.
- 3.2 The Head of the public body is hereby authorized to delegate to any person any duty, power or function of the Head except the power to delegate.

### **4.0 DELEGATION OF RESPONSIBILITIES**

- 4.1 Delegation under the Act is subject to the following stipulations:
  - 4.1.1 That the person to whom the duties, powers, and functions are delegated are bound by the same jurisdictional, legislative, and administration limitations to which the Head is subject, pursuant to the Act;
  - 4.1.2 That the duties, powers, and functions may also be exercised by any person who holds the position in an acting capacity; and
  - 4.1.3 That notwithstanding this Delegation, the Head retains full authority to exercise any duty, power, or function under the Act at any time.
- 4.2 Delegation of duties and responsibilities under section 87(1) of the Act, including conditions and restrictions, are contained in the Delegation Instrument in Schedule A.

### **5.0 FEES**

- 5.1 Where an applicant is required to pay a fee for services the fee payable is in accordance with the Act, as amended from time to time.

### **6.0 SEVERABILITY**

- 6.1 If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, such portion shall be severed from the Bylaw, and the remainder is to remain valid.

### **7.0 REPEALS AND COMING INTO FORCE**

- 7.1 Bylaw No.2008 and all amendments thereto are hereby repealed upon the coming into force of this Bylaw.
- 7.2 This Bylaw shall take effect on the final day of passing.

Read a first time this \_\_\_\_ day of \_\_\_\_ 20XX.

Read a second time this \_\_\_\_ day of \_\_\_\_, 20XX.

Read a third time this \_\_\_\_ day of \_\_\_\_, 20XX.

<b>Mayor</b>	<b>Signature</b>
Brian LaBerge	
<b>Chief Administrative Officer</b>	<b>Signature</b>
Jordan Panasiuk	



# ATI Delegation Instrument

Duty, power or function of Head	Section reference	Retained by Head	Delegated to ATI Coordinator	Delegated to other person(s)
<b>Right of Access</b>				
Authority to declare request abandoned	10(1)		X	
Authority to grant continuing request	11(2)		X	
Duty to assist applicants	12(1)		X	
Duty to document decisions and actions respecting an access request	Regulation 5(4)		X	
Duty to provide access to a record	12(2)		X	
Authority to decide on content of response/ grant or refuse access	13, 14(1)		X	
Authority to refuse to confirm or deny the existence of a record	14(2)		X	
Authority to decide how access will be given	15 Regulation 6		X	
Authority to extend time limit	16(1), (2), (3), (9)		X	
Authority to transfer a request for access	17		X	
Authority to disregard requests	9		X	

<b>Exceptions</b>				
Authority to withhold information harmful to business interests of a third party	19		X	
Authority to withhold information harmful to personal privacy	20		X	
Authority to withhold information harmful to individual or public health or safety	21 Regulation 8(1), (3), (5)		X	
Authority to withhold confidential evaluations	22		X	
Authority to withhold information harmful to law enforcement	23		X	
Authority to withhold information harmful to a workplace investigation	24		X	
Authority to withhold information that reveals the identity of a person who has requested advice or made a disclosure/complaint pursuant to the <i>Public Interest Disclosure Act</i>	25		X	
Authority to withhold information harmful to intergovernmental relations	26		X	
Authority to withhold Cabinet and Treasury Board confidences	27		X	
Authority to withhold local public body confidences	28		X	
Authority to withhold advice from officials	29		X	



Authority to withhold information/records about audit by Chief Internal Auditor	29(3)		X	
Authority to withhold information harmful to economic interests of a public body	30		X	
Authority to withhold testing procedures, tests and audits	31		X	
Authority to withhold privileged information	32(1), (2)		X	
Authority to withhold information harmful to conservation of heritage sites or endangered species	33		X	
Authority to withhold information that is or will be available to public	34		X	
<b>Third Party Intervention</b>				
Duty to give third party notice	35		X	
Authority to decide whether to give access to third party information	36(1)		X	
Duty to give notice of decision	36(4)–(6)		X	
<b>Public Interest</b>				
Authority to disclose information in the public interest	37(1)		X	

Duty to give notice to third party, Commissioner	37(3), (4)		X	
<b>Reviews and Complaints</b>				
Authority to ask the Commissioner for advice	49(1)		X	
Authority to require Commissioner to examine original record on site	50(4)		X	
Authority to receive requests for review	59(1)		X	
Right to make representations to the Commissioner	71(3), (5)		X	
Duty to discharge burden of proof	63		X	
Duty to comply with Commissioner's Order	66		X	
<b>General Provisions</b>				
Allowing a guardian to exercise the rights or powers of a minor	86(1)(e)		X	
Authority to specify categories of records available without formal request and require a fee	90		X	
Duty to make manuals available	91		X	
<b>Fees</b>				
Authority to assess and collect fees	96		X	

Authority to waive fees	96(5)		X	
Duty to give notice of decision to grant or refuse waiver request	96(6)		X	
<b>Right of Access</b>				
Establishing process for receiving access requests	2(a), (b)		X	
Assuring process for access is made public	Regulation 3(1)		X	



## TOWN OF HINTON Administrative Report

☒ DIRECTION REQUEST    ☐ REQUEST FOR DECISION    ☐ INFORMATION ITEM

**DATE** Committee of the Whole Meeting of January 13, 2026  
**PRESENTED BY:** Alicia Bourbeau, Corporate Services Director  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**RE:** **ACCESS TO INFORMATION POLICY AD-1209**

### Recommended Action

*That Committee refer the draft Access to Information Policy AD-1209 to the next Regular Meeting of Council, as presented.*

### Background

In June 2025, Alberta's Freedom of Information and Protection of Privacy Act was repealed and replaced by two new acts: The Protection of Privacy Act (POPA) and the Access to Information Act (ATIA).

As part of the new legislation, municipalities are required to establish and implement a Privacy Management Plan (PMP) consisting of documented policies and procedures that promote compliance with the new acts. The draft Access to Information Policy (ATI Policy) and the Access to Information Bylaw (ATI Bylaw) are the first items of the Town of Hinton's PMP to be presented for Council's approval, and additional policies will be brought forward in the coming months.

### Analysis

This report is before Committee to review the draft Access to Information Policy AD-1209 (Attachment 1).

The Access to Information Policy establishes the organization's commitment to transparency, accountability, and responsible information management. It provides a clear framework for how individuals and stakeholders can request and obtain access to information held by the organization, while ensuring compliance with applicable legislation and internal standards.

This policy balances the principles of openness with the need to protect sensitive, confidential, and personal data, thereby fostering trust and supporting informed decision-making. By defining roles, responsibilities, and procedures, the policy promotes consistency in handling information requests and reinforces the organization's dedication to ethical governance.

Sections six through eight, which outline parameters around right of access, individual requests for access to information, and public health and safety, are taken directly from the provincial ATIA.

### Implications of Decision

#### Financial Implications

N/A

#### Level of Service Implications

Written by: Fuchsia Dragon, Legislative and Corporate Initiatives Manager

Access to Information Policy AD-1209

Implementing an Access to Information policy will improve service delivery to the public as it clearly outlines roles and responsibilities of employees and the types of documents that can be released through routine disclosure—ensuring a transparent and consistent approach to information management.

### **Communications/Public Engagement Implications**

Once approved, the ATI Policy will be posted on the Town of Hinton website.

### **Risk/Liability Implications**

The ATI Policy reduces the risk of inconsistent handling of information requests.


<b>Legislative Implications</b>		
<b>Conforms with:</b>	<b>Yes/No/ Partial/NA</b>	<b>Comments</b>
<b>Council's Strategic Plan</b>	Yes	Staff and Council have a clear understanding of their roles and objectives.
<b>Municipal Policies or Bylaws</b>	Partial	Draft Access to Information Bylaw No. 2025.
<b>Provincial Laws or MGA</b>	Yes	Responsibilities, requirements and definitions are compliant with the Access to Information Act.
<b>Other plans or policies</b>	NA	

### **Options / Alternatives**

1. That Committee refer the draft Access to Information Policy AD-1209 to a future Regular Meeting of Council, as presented.
2. That Committee refer the draft Access to Information Policy AD-1209 to a future Regular Meeting of Council, as amended.
3. That Committee accept this report for information.

### **Attachment(s)**

1. Draft Access to Information Policy AD-1209

<p style="text-align: center;"><b>Town of Hinton</b></p> 	<b>Access to Information Policy</b>
	<b>Administration (AD) 1209</b>
	<b>Council Approved</b>
	<b>Approval Date</b> Month ##, 2025
	<b>Last Revised</b> N/A
	<b>Next Review Date</b> Month ##, 20##

## 1.0 POLICY STATEMENT

- 1.1 Individuals have a right of access to all information that is in Town of Hinton custody or control, subject only to limited and specific exceptions.
- 1.2 The Town is committed to transparency and accountability and will provide information to the public in a timely and consistent manner.

## 2.0 PURPOSE

- 2.1 This policy ensures the public can access information held by the Town, except when the law prevents disclosure. All requests will be handled fairly and consistently, in line with legal requirements.

## 3.0 DEFINITIONS

- 3.1 Terms as defined in Town Policies, Procedures and Directives Policy CL-1106.
- 3.2 **ATIA:** Alberta's Access to Information Act (Statutes of Alberta, 2004, Chapter A-1.4)
- 3.3 **ATI Coordinator:** The employee responsible for administering and managing the Town of Hinton's access to information responsibilities, including answering questions and arranging access to the Town's records in its custody.
- 3.4 **Custody and Control:** Custody is the effective physical possession of information; control is responsibility and accountability for making decisions about the handling of information, regardless of whether the Town has custody of the information. The Town has control over any information it has created or received as part of its mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

- 3.5 **Employee:** An individual employed by the Town. Under the Act, an individual who is an apprentice, volunteer, Council Member, or who is under a contract or agency relationship is also considered an “employee.”
- 3.6 **Information:** Information that has been recorded in some format.
- 3.7 **Personal Information:** Personal Information is any recorded information about an identifiable individual including: name, home or business address or telephone numbers, race, nationality or ethnic origin, colour, religion, political beliefs or associations, age, sex, marital status, family status, identifying numbers, fingerprints or blood type, educational, financial, employment, criminal records, opinions about the individual, individual's personal views or opinions (except opinions about others).
- 3.8 **Record:** Information in any form, including notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner for the purpose of completing a function or transaction on behalf of the public body. This does not include software or any mechanism that produces records.
- 3.9 **Routine Request for Personal Information:** Requests to access personal information about themselves so long as the information requested does not contain third-party personal information, does not require, or allow the public body to withhold information according to the specific and limited exceptions under ATIA.
- 3.10 **Severing:** In a right of access request, separating or hiding/redacting information in a document that should or cannot be released so that the remainder of the document can be disclosed.

#### 4.0 SCOPE

- 4.1 This policy applies to Town employees, including Council Members, contractors, students, and volunteers providing services on behalf of the Town of Hinton.

#### 5.0 RESPONSIBILITIES

- 5.1 Council will:

5.1.1 Approve this policy

5.1.2 Refer all Access to Information requests to the ATI Coordinator

- 5.2 Administration Leadership will:

- 5.2.1 Support their employees' awareness of and training for the Access to Information Policy and procedures;
  - 5.2.2 Provide appropriate resources and facilities as needed to support the implementation of the Access to Information Policy and procedures in the department; and
  - 5.2.3 Report gaps in the Access to Information Policy and procedures affecting their areas to the ATI Coordinator.
- 5.3 Legislative Services Coordinator will:
- 5.3.1 Act as ATI Coordinator for the Town of Hinton, with responsibilities as delegated in the ATI Bylaw No. 2025;
  - 5.3.2 Direct the response to routine requests for access to personal information, release of personal information, or to correct or amend personal information, where there is no requirement or need to withhold information or deny a request for correction under ATI or POPA;
  - 5.3.3 Respond to requests for access to information, or to correct or amend personal information, and facilitate the request process as necessary, including estimating, calculating, invoicing, and approval of waivers of fees relating to request for access to information;
  - 5.3.4 In consultation with Employees as necessary, provide advice on, and interpret applicable privacy legislation, including release / non-release of information; and
  - 5.3.5 Represent the Town in dealings with third parties, the provincial government, and the Office of the Information and Privacy Commissioner, as necessary.
- 5.4 Employees will:
- 5.4.1 Make themselves aware of and adhere to the Access to Information Policy and procedures;
  - 5.4.2 Access, release and protect information in their custody or control according to policy;
  - 5.4.3 Refer all formal Access to Information requests to the ATI Coordinator;
  - 5.4.4 Cooperate and assist in locating and retrieving departmental information relevant to right of access requests; and
  - 5.4.5 Report gaps in the Access to Information Policy and procedures affecting their areas to their supervisor.



## **6.0 RIGHT OF ACCESS**

- 6.1 Subject to limited and specific exceptions, individuals have a right of access to information in recorded form that is in the custody or control of the Town.
- 6.2 Upon request, individuals must be given access to any Town records, unless one of the follow exceptions to access apply.
- 6.3 The Town must refuse to disclose personal information through an ATI request to an applicant if the release would be:
  - 6.3.1 harmful to business interests of a third-party;
  - 6.3.2 an unreasonable invasion of a third party's personal privacy; or
  - 6.3.3 harmful to Cabinet and Treasury Board confidences.
- 6.4 The Town may refuse to disclose personal information through an ATI request if the disclosure could reasonably be expected to:
  - 6.4.1 threaten anyone's safety or mental or physical health; interfere with public safety; or cause an applicant to do harm to themselves or others;
  - 6.4.2 reveal confidential evaluations conducted pre-hire or pre-contract award;
  - 6.4.3 harm a law enforcement matter;
  - 6.4.4 interfere with, prejudice, or otherwise harm a workplace investigation;
  - 6.4.5 reveal the identity of a person who has requested advice about making a disclosure, made a disclosure, or submitted a complaint of a reprisal
  - 6.4.6 harm to intergovernmental relations;
  - 6.4.7 reveal local public body confidences, including drafts of legal instruments and the substance of deliberations of in-camera meetings;
  - 6.4.8 reveal advice, proposals, recommendation, analyses, or policy options developed by or for the Town;
  - 6.4.9 cause harm to the economic interests of the Town or the Alberta Government;
  - 6.4.10 reveal information relating to testing or auditing procedures;
  - 6.4.11 reveal legally privileged information;
  - 6.4.12 cause harm to conservation of heritage sites; or

6.4.13 reveal information that is already or will be made available to the public within a set time period.

6.4.14 any other exemption provided for in ATIA or ATIA Regulations.

## **7.0 INDIVIDUAL REQUESTS FOR ACCESS TO INFORMATION**

7.1 Requests from an individual to access information where there is clearly no requirement or allowance to withhold or sever information are handled as a routine release of information.

7.1.1 Records released through Routine Disclosure are outlined in Appendix I.

7.2 Formal requests for access to information that may involve reviewing and severing must be in writing to the Town ATI Coordinator.

7.2.1 The process for receiving, processing, and completing requests can be found in the Access to Information Request Procedure AD-P1209.1

7.3 Fees for processing the request will be charged according to the Access to Information Regulation. The Town does not charge applicants for access to their own “personal information”.

## **8.0 PUBLIC HEALTH & SAFETY**

8.1 ATIA, Section 37, requires the Town to disclose without delay, to the public, a group of people, an individual or an applicant, information the Town has about a risk of significant harm to the environment or to the health and safety of the public, a group of people, an individual or an applicant.

## **9.0 RELATED MATTERS & REFERENCES**

9.1 This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.

9.2 Access to Information Act (Statutes of Alberta, 2024, Chapter A-1.4)

9.3 Access to Information Act Regulation (Alberta Regulation 133/2025)

9.4 Protection of Privacy Act (Statutes of Alberta, 2024, Chapter P-28.5)

## **10.0 APPENDICES, PROCEDURES & FORMS**

10.1 Appendix I - Records Released under Routine Disclosure

10.2 Access to Information Bylaw No. 2025

10.3 Access to Information Request Procedure AD-P1209.1

10.4 Fees, Rates and Charges Bylaw No. 2001

**11.0 REVISION CONTROL**

11.1 This Policy must be reviewed every 3 years.

<b>Mayor</b>	<b>Signature</b>
Brian LaBerge	
<b>Chief Administrative Officer</b>	<b>Signature</b>
Jordan Panasiuk	



## Routine Disclosure

### About

Most records are protected under the Access to Information Act (ATIA). However, some are available through routine or proactive disclosure without a formal request.

To support transparency, the Town of Hinton makes certain information available to the public through routine disclosure. Many records can be found on the Town website.

Routine disclosure follows the principle that information should be available to the public and that exemptions should be limited and specific. It allows certain municipal records to be provided easily and informally, without a formal process.

### Process

Most requests are handled by the department directly. Staff can usually provide the information without involving the ATI coordinator.

If questions remain or issues are complex, or if a large amount of information is requested and/or records must be searched the ATI Coordinator may get involved. Fees for the reproduction and/or provision of records may be charged, in line with the ATI Regulation. If a request involves records exempt under the Act, the reason will be provided.

If referred to the ATI coordinator, the first step is to contact the requester, review the request and records, and decide whether it can be handled informally or requires a formal request under the Act.

Routine disclosure applies when:

- The information belongs to the applicant (ID may be required)
- The information is general, such as a public report
- The information does not include personal details
- The information is already public, such as in a newspaper or report

Note: Under Section 34 of the Act, a public body can choose not to disclose a record if it is already public or will be made public within 60 days.

#### **Definitions:**

Active disclosure: Posted on the Town of Hinton website.

Routine disclosure: Information can be disclosed if the conditions listed in the chart are met.

ATI: A formal ATI request form must be completed and referred to the ATI coordinator.

Record Type	Responsible Department	Disclosure Type	Condition of Release
<b>Agendas and Minutes</b> of Council, Boards and Committees	CAO	Active, Routine	Direct to website Excludes: Closed Session materials and minutes
<b>Agreements/Contracts</b>	All depts.	Routine, ATI	Only owner gets a copy Facility rental to renter only Excludes: Proprietary information, drafts, or unsigned agreements
<b>Appointments to Boards and Committees</b>	Corporate Services	Active, Routine	Names can be released once appointed Excludes: Personal information and resumes unless consent is provided
<b>Assessment Roll</b>	Corporate Services	Routine	Assessment roll is public; assessed values appear on GIS maps for any parcel. Details of why/how a property was assessed are private to the owner and discussed only with the assessor.
<b>Audited Financial Statements</b>	Corporate Services	Active	Direct to website.
<b>Award/Grant Recipients</b>	Corporate Services	Active	Summaries included in Council agendas.
<b>Bids and Tenders Results</b>	Dept. responsible for bid/tender	Routine ATI	Direct to responsible dept. Bidder names and summary of results can be released. Excludes: proprietary information Itemized costs within total bid amount and confidential documents.
<b>Budget</b> (Operating and Capital)	Corporate Services	Active	Direct to website or Corporate Services. Excludes: Working documents
<b>Bylaws and Policies</b>	Corporate Services	Active Routine	Direct to website. Excludes: Drafts or working documents
<b>Corporate Structure</b> (Organizational charts)	CAO	Active Routine	Direct to website. Excludes: Personal contact information
<b>Demographic Data</b>	Corporate Services	Active	Direct to website or Canada Statistics site
<b>Election Results</b>	Corporate Services	Active	Direct to website.

<b>Emergency Plans</b>	Com. & Prot. Services	Routine	Direct to Protective Services. Excludes: Version that includes personal phone numbers
<b>Expenses</b> (Council and Administration)	Corporate Services	Routine	Direct to Corporate Services
<b>Job Descriptions</b>	CAO	Routine	Direct to website or HR
<b>Legal</b> or other information subject to solicitor-client privilege or otherwise protected by ATIA or POPA	Corporate Services	ATI	Direct to ATI Coordinator. Subject to ATI or POPA exclusions, redaction of information / non-disclosure
<b>Licences</b> (business, animal, waste, water, wastewater)	All depts.	Routine	Third party requests limited to name and nature of licence.
<b>Permits</b> (development, building, sign, event)	All depts.	Routine ATI	Information can be released to the property owner. Third party requests limited to name and nature of permit.
<b>Planning Applications</b> Public hearings	Inf. & Dev. Services & CAO	Active Routine	Planning applications and comments received regarding public meetings are public information. Included in Council minutes.
<b>Planning Documents</b> (Official plans, secondary plans, zoning bylaws)	Inf. & Dev. Services	Active Routine	Direct to website Excludes drafts or working copies
<b>Plans/Drawings</b> 1. As constructed and profiles 2. Construction specifications and drawings for roads, bridges, sewer, watermain, etc. 3. Building Plans 4. Site Plans 5. Site servicing and grading 6. Subdivision Plans 7. Registered Plans	Inf. & Dev. Services	Routine ATI	1, 2, 4, 5 & 6 Copies are provided on request. Copyright act applies to some drawings and plans.  3. Residential site plans, septic plans, released to property owner or authorized agent ONLY.  7. Registered plans refer to Alberta Registries.
<b>Plans and Studies</b> (Strategic plans, Area Structure plans, Municipal Development plan)	All depts.	Active Routine	Excludes drafts or working documents
<b>Property/Land Files</b> (Compliance certificate)	Inf. & Dev. Services, Corporate Services	Routine ATI	Owner or authorized agent may view redacted file. Refer to ATI Coordinator if requested by third party.
<b>Property Taxes</b> (Roll numbers, statement of account, statement of taxes paid, tax account information,	Corporate Services	Active Routine ATI	Tax Rate Bylaw is public and posted online.

tax certificates, tax rates, tax recovery sale)			Tax recovery properties are listed by identifiers only (no names or addresses). Tax account details are private to owners or authorized agents, except mortgage companies and CRA.
<b>Protective Services Reports</b> Incident reports	Com. & Prot. Services, Corporate Services	Routine ATI	Direct to Protective Services. Released to property owner or authorized agent ONLY. Excludes: Version with personal identifying information. Active investigations.
<b>Provincial, Federal, or RCMP Requests</b>	All depts.	Routine ATI	Forward request to appropriate Director
<b>Receipts</b> (taxes, Accounts Receivable, permits, licences, program registrations etc.)	All depts.	Routine ATI	Receipts are provided to payee or account holder only. Receipts for program registrations are provided to account holder or authorized agent only.
<b>Reports</b> (animal control incidents, building inspection, consultant prepared, development statistics, incident/accident, inspections, property standards, employee reports, water sampling)	All depts	Routine ATI	Direct to ATI Coordinator. Excludes confidential Employee reports and memorandums. Inspection reports and photos released only to property owner or authorized agent. Witness statement of incidents provided to witness and owner only (Third Party Inquiry refer to ATI Coordinator) Copies of Incident/ Accident reports can be provided to individual involved or parent/guardian if identity and relationship verified. (Third Party Inquiry refer to ATIA or POPA Clerk). Consultant Prepared Reports-refer to applicable Dept.
<b>Security Camera Footage</b>		Routine ATI	Provide to law enforcement



## TOWN OF HINTON Administrative Report

☒ DIRECTION REQUEST   ☐ REQUEST FOR DECISION   ☐ INFORMATION ITEM

**DATE:** COMMITTEE OF THE WHOLE MEETING, January 13, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**RE:** **COUNCIL ACTION PENDING LIST REVIEW**

### Recommended Action

*1. That Committee refers the Action Pending List Review to the January 20, 2026 Regular Meeting of Council with an option available to rescind Motions: MD - 3193, MD - 3194, MD - 2965, MD - 3585, MD - 3586, MD - 3587, MD - 3588, MD - 3589, MD - 3590, MD - 3591, MD - 3592, MD - 3593, MD - 3594, MD - 3595, MD - 3596, MD - 2031.*

### Background

The Council Action Pending List is included for Council's Review. An Action Pending list is the tracking mechanism used for Council Motions. These action items are in addition to direction provided through the tactical plan.

Outstanding Motions: 42  
 Recommendations to rescind: 16

### Analysis

With a new Council term, it is recommended to review the Action Pending List to ensure that motions from a previous Council remain a priority of the new Council. Rescinding a motion does not necessarily mean that it is not important or not something that we will want to focus on in the future; it simply means this is not a priority for Administration to be actively working on now.

Narrowing the list provides more administrative focus and resources for the remaining items and capacity for new priorities. This is particularly important as we enter a new planning process.

To help facilitate the discussion, Administration identified items in *Attachment 1* that Council may want to consider rescinding and some that are identified for further discussion.

### Implications of Decision



### Financial Implications

Items	Comments
Operating Cost/Implications	There is no direct financial impact.
Capital Cost	N/A
Budget Available	N/A
Source of Funds	N/A
Unbudgeted Costs	N/A

### Legislative Implications

Conforms with:	Yes/No/: Partial/N/A:	Comments:
Council's Strategic Plan	N/A	
Municipal Policies or Bylaws	N/A	
Provincial Laws or MGA	Yes	Council maintains authority to rescind motions.
Other plans or policies	No	

### Level of Service Implications

No direct impact on levels of service.

### Public Engagement

N/A

### Communications

N/A

### Risk / Liability

Should be assessed individually as administration may have taken action or made commitments related to the specific item.

### Options / Alternatives

1. That Committee refers the Action Pending List Review to the January 20, 2026, Regular Meeting of Council with an option available to rescind Motions: MD - 3193, MD - 3194, MD - 2965, MD - 3585, MD - 3586, MD - 3587, MD - 3588, MD - 3589, MD - 3590, MD - 3591, MD - 3592, MD - 3593, MD - 3594, MD - 3595, MD - 3596, MD - 2031.
2. That Committee refers the Action Pending List Review to the January 20, 2026, Regular Meeting of Council with an option available to rescind Motion(s):
3. That Committee receives the Council Action Pending List Review for information

### Attachments / Links

[Council Action Tracking List](#)



Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Revised Date	Status	Additional Comments	Comments
25 Nov 2025	MD - 3896	that Committee seek consensus to defer the Mascot Replacement to the 2027 Budget with HYAC brining recommendations to Council prior to June 2026.	Alicia Bourbeau	02 Dec 2025	02 Dec 2025	In Progress	In progress: OBC Budget 2026	
06 Feb 2024	MD - 3193	that Council direct Administration to bring back a report that a portion of direct property taxes revenues from any developments near the golf course be dedicated to a fund that will pay for capital improvements on the golf course to a future meeting of Council.	Alicia Bourbeau	09 Dec 2025	09 Dec 2025	On Hold	Golf Course - Capital Improvement IN PROGRESS: Related to MD-2191 and MD-3194; ensure policies written support overall reserve funding intent.	Recommendation - <b>Rescind.</b> management of reserve policy provides necessary latitude to fund capital projects equitably throughout town.
06 Feb 2024	MD - 3194	that Council direct Administration to bring a report that any proceeds from the land sale near the golf course be dedicated to a fund that will pay for capital improvements on the golf course to a future meeting of Council.	Alicia Bourbeau	09 Dec 2025	09 Dec 2025	On Hold	Golf Course - Land Sale ON HOLD:	Recommendation - <b>Rescind.</b> management of reserve policy provides necessary latitude to fund capital projects equitably throughout town.
18 Jun 2024	MD - 3333	that Council directs Administration to bring the ATE Proceeds Policy #78 to future Committee of the Whole Meeting.	Alicia Bourbeau	23 Dec 2025	23 Dec 2025	In Progress	2024 Spring Community Grant Awards <a href="https://hinton.civicweb.net/filepro/documents/158895/?preview=159247">https://hinton.civicweb.net/filepro/documents/158895/?preview=159247</a> IN PROGRESS:	
07 Oct 2025	MD - 3838	that Council direct Administration to investigate options to diversify delivery of Hinton Listens public	Alicia Bourbeau	13 Jan 2026	Mar-26	In Progress	Notice of Motion - Mayor Nissen IN PROGRESS: - current statistics included in	
23 Sep 2025	MD - 3828	that Committee reach consensus to have Administration include the Clean Energy Improvement Program in the 2026 Council Strategic Planning Workshop for further discussion and direction.	Alicia Bourbeau	18 Feb 2026	18 Feb 2026	On Hold	Clean Energy Improvement Program On Hold:	For Councils consideration
04 Jul 2023	MD - 2965	that Administration bring back a draft policy with regards to the Community Grant to a future Committee of the Whole Meeting.	Alicia Bourbeau	24 Feb 2026	24 Feb 2026	In Progress	2023 Community Grant Spring Intake IN PROGRESS: Using reconciled information from 2025 Audit files, create a forecast for future grants.	Recommendation - <b>Rescind</b> . ATE revenues to fund the program will be fully utilized in the next 1-2 years. If Council would like to consider funding the program from a different source (i.e taxation) then Motion should remain.
26 Aug 2025	MD - 3811	that Committee seek consensus to direct Administration to amend the cost for Maskuta Creek Group Campground to remove the single night option, the additional unit option, and to include a large group fee and a proposed definition for a large group.	Chris Murphy	10 Feb 2026	10 Feb 2026	In Progress	Include Campground Fees in the Fees, Rates and Charges Bylaw No. 2001-4 In Progress: February 2026	For Councils consideration
26 Aug 2025	MD - 3812	that Committee seek consensus to direct Administration to include a charge for additional firewood deliveries at the Maskuta Creek Campground to exclusive bookings.	Chris Murphy	10 Feb 2026	10 Feb 2026	In Progress	Include Campground Fees in the Fees, Rates and Charges Bylaw No. 2001-4 In Progress: February 2026	For Council's consideration
26 Aug 2025	MD - 3813	that Committee refers the draft Fees, Rates, and Charges Bylaw No. 2001-4 to a future Committee of the Whole Meeting as amended.	Chris Murphy	10 Feb 2026	10 Feb 2026	In Progress	Include Campground Fees in the Fees, Rates and Charges Bylaw No. 2001-4 In Progress: February 2026	For Council's consideration
22 Oct 2024	MD - 3448	that Committee direct administration to return an FCSS Strategic Plan to a future Committee of the Whole Meeting.	Chris Murphy	10 Feb 2026	10 Feb 2026	In Progress	FCSS Level of Service Policy CS 7202 - LOS Complete IN PROGRESS: To be re-evaluated in 2026	

10 Dec 2024	MD - 3585	that Committee seek consensus to proceed with tax exemptions on residential development.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	Recommendation - <b>Recind</b> . This item is currently on hold. Further discussion can occur at the Strategic Planning Processes. It is recommended that Council start with a fresh look at this policy prior to administration proceeding to draft a policy with the specific direction from the previous council. These motions will still be recorded for for Council's information if we reconsider this item.
10 Dec 2024	MD - 3586	that Committee seek consensus to include entry level housing for units under \$400,000.00	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3587	that Committee seek consensus to include apartment builds under this bylaw.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3588	that Committee seek consensus to include multifamily residential.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3589	that Committee seek consensus to include long-term rentals in the bylaw.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3590	that Committee seek consensus to include secondary suites in the bylaw.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3591	that Committee seek consensus exclude mobile homes from the bylaw.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3592	that Committee seek consensus to include tiny homes in the tax incentive bylaw.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3593	that Committee seek consensus that the appropriate duration of the tax incentive bylaw will be for 5 years.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3594	that Committee seek consensus that the residential tax incentive is an exemption of 100% year 1, 100% year 2, 75% year 3, 50% year 4 and 25% year 5.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
10 Dec 2024	MD - 3595	that Committee seek consensus to direct administration to bring back a report on incentives and options to encourage developers for housing units.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	For Council's consideration - The Agricultural Society has proceeded with a holding pen so this item is less of a priority.
10 Dec 2024	MD - 3596	That Committee direct Administration to bring forward a bylaw to regulate residential tax incentives to a Committee of the Whole Meeting alongside developers incentives options as discussed.	Jordan Panasiuk	25 Nov 2025	25 Nov 2025	In Progress	Residential Tax Incentives On Hold	
23 Jul 2024	MD - 3372	That Committee provides consensus to continue working with the province for land disposition for Fire Break Partnership for the lands adjacent to Mary Reimer Park.	Jordan Panasiuk	09 Dec 2025	09 Dec 2025	In Progress	Green Municipal Fund - Adaptation in Action IN PROGRESS:	
28 Oct 2025	MD - 3846	That Council dissolve the CAO Oversight Committee, rescind Bylaw No. 1147, and assign all responsibilities for CAO recruitment and performance evaluation to Council, with corresponding amendments made to Policy No. CL1111 and Policy No. 1109 to reflect Council as the governing body.	Jordan Panasiuk	13 Jan 2026	13 Jan 2026	In Progress	In progress: CAO Performance Review Policy CL 1111 and CAO Recruitment Policy No. CL 1109 Amendments	

26 Aug 2025	MD - 3814	that Committee reach consensus to direct Administration to bring proposed changes to a future Committee of the Whole Meeting to the Water Utility Bylaw and the Fees Rates and Charges Bylaw back to Committee, to allow a Flat Rate of \$150 per month for water and \$100 per month sewer to any residential unit connected to the water system without a meter, and the inclusion of a “Commercial/Industrial Connection to the Water System without a Meter” in the specified penalties in the Fee Rates and Charges Bylaw.	Trent McLaughlin	25 Nov 2025	25 Nov 2025	In Progress	Conversation around Water Meter Resistance In Progress: This will be done near the end of the water meter project, because if the project has further delays it will impact this.	
26 Aug 2025	MD - 3815	that Committee seek consensus to direct Administration to explore options for including the requirement to include a meter on the property title.	Trent McLaughlin	25 Nov 2025	25 Nov 2025	In Progress	Conversation around Water Meter Resistance In Progress: options that will be presented closer to the end of the meter project.	
09 Dec 2025	MD - 3918	That Committee seeks consensus for Option 2 with an RFD to come to Council in Q1 2026 alongside the Fleet Management Policy.	Trent McLaughlin	24 Mar 2026	24 Mar 2026	In Progress	In progress: 2026 Budget - Fleet Replacement	
14 Jul 2020	MD - 2031	That Council direct Administration to develop the Full Cost Recovery Volume based Fee structure for Residential and Commercial Customers based on service costs	Trent McLaughlin	01 Oct 2026	01 Oct 2026	On Hold	Solid Waste Management Program ON HOLD: Until EPR is fully implemented.	Recommend to <b>Recind</b> . A review of the service will occur with the implementation of EPR, motion is redundant.
12 Aug 2025	MD - 3802	seek consensus to direct Administration to bring back a report regarding options for Council to explore financial options to support the buildout of the Boutin lands development.	Winston Rossouw	13 Jan 2026	13 Jan 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Boutin Lands - Seniors Housing Concept Review tied to 3796	
23 Sep 2025	MD - 3830	that Committee reach consensus to direct Administration to bring the Municipal Infill Lands – Proposed Conditions of Sale report to a Committee of the whole meeting in December of 2025.	Winston Rossouw	27 Jan 2026	27 Jan 2026	In Progress	Municipal Infill Lands - Proposed Conditions of Sale In progress: Feb 2026	
12 Aug 2025	MD - 3796	that Committee reach consensus to proceed with exploration of a phased approach to housing that incorporates the available Canadian Mortgage and Housing Corporation (CMHC) funding streams presented, and that aligns with the 2022-2025 Strategic Plan, for full development of the Boutin Lands.	Winston Rossouw	27 Jan 2026	27 Jan 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Feb 2026	
23 Sep 2025	MD - 3831	that Committee seek consensus to direct Administration as part of the municipal infill lands report include any pertinent updates on the Build Canada Homes Project and/or any additional updates on co-op housing.	Winston Rossouw	10 Feb 2026	10 Feb 2026	In Progress	Municipal Infill Lands - Proposed Conditions of Sale In Progress: Feb 2026	
16 Sep 2025	MD - 3824	that Council agree to provide support for a temporary industry-focused Co-op Steering Committee by providing administrative support and agree to nominate an elected official as indicated in the Co-operative Housing Industry Focus Report.	Winston Rossouw	24 Feb 2026	24 Feb 2026	In Progress	Co-Operative Housing; Industry Focus In Progress: January 2026	

16 Sep 2025	MD - 3825	that Council direct Administration to appoint the Mayor to the Co-op Housing Steering Committee with the Deputy Mayor as the alternate.	Winston Rossouw	24 Feb 2026	24 Mar 2026	In Progress	Co-Operative Housing; Industry Focus In Progress: Feb 2026	
16 Sep 2025	MD - 3826	That Council direct Administration to pursue engaging Build Canada Homes, Housing Infrastructure, and Communities Canada.	Winston Rossouw	24 Feb 2026	24 Feb 2026	In Progress	Co-Operative Housing; Industry Focus In progress:	
20 Feb 2024	MD - 3210	That Council direct Administration to investigate the possibility of leasing or purchasing additional lands adjacent to the golf course, with a focus on lands along and near Hwy 16/ holes 16/17/18.	Winston Rossouw	24 Mar 2026	24 Mar 2026	On Hold	Golf Course - Additional Land Investigation ON HOLD:	
10 Dec 2024	MD - 3584	that Committee seeks consensus requesting Administration bring the Infill Land Development Recapitulation, Options and Opportunities report with additional information and details for execution of the preferred option(s) 3 & 5, to a future Committee of the Whole Meeting, as discussed.	Winston Rossouw	24 Mar 2026	24 Mar 2026	In Progress	Infill Land Development Recapitulation, Options and Opportunities IN PROGRESS: infill land development - First part Complete Second Part - 2026	
12 Aug 2025	MD - 3798	that Committee reach consensus to direct Administration to explore private modular housing options as part of the full development of the Boutin Lands.	Winston Rossouw	24 Mar 2026	24 Mar 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Boutin Lands - Seniors Housing Concept Review tied to 3796	
12 Aug 2025	MD - 3799	that Committee reach consensus that all non-apartment housing considerations are small-to-medium scale, no stair, senior friendly	Winston Rossouw	24 Mar 2026	24 Mar 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Boutin Lands - Seniors Housing Concept	
12 Aug 2025	MD - 3800	that Committee direct Administration to work with layouts that place the apartment building on the north side of the available lands.	Winston Rossouw	24 Mar 2026	24 Mar 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Boutin Lands - Seniors Housing Concept Review tied to 3796	
12 Aug 2025	MD - 3801	that Committee reach consensus that the non-apartment area be designed to maximize the number of at grade units.	Winston Rossouw	24 Mar 2026	24 Mar 2026	In Progress	Boutin Lands - Seniors Housing Concept Review In Progress: Boutin Lands - Seniors Housing Concept Review tied to 3796	



## TOWN OF HINTON Administrative Report

☒ **DIRECTION REQUEST**    ☐ **REQUEST FOR DECISION**    ☐ **INFORMATION ITEM**

**DATE:** Committee of the Whole Meeting of January 13, 2026  
**PRESENTED BY:** Alex Corpodean, Acting Director of Development and Infrastructure  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**RE:** **FREEDOM EXPRESS - UNIT 504 REPLACEMENT**

### Recommended Action

*That Committee refer Freedom Express – Unit 504 Replacement to the next Regular Council Meeting.*

### Background

The Town currently owns and operates a transit vehicle, Unit 504 (Freedom Express), which provides door-to-door transit service Tuesday to Thursday, 9 a.m. to 4 p.m., to the Town's vulnerable demographic facing mobility and/or cognitive impairments. The Town's Freedom Express service is the only service in Town with three wheelchair spots and six seats, with room for walkers, as per the Town of Hinton Transportation Level of Service Policy CS-7204.

The service is highly utilized by the 55+ demographic across various income levels, with an average of 15 passengers daily. With 30% of users requiring the wheelchair lift, 35% of users using walkers, 85% of users experiencing some form of mobility challenge. The Freedom Express serves individuals from Lion's Manor, Adult Day program, Grande Yellowhead School Division, Pine Valley Lodge, Hinton Hospital, and more. An influx of referrals from Pine Valley Lodge, Alberta Health Services - Transition Coordinator, and Adult Day Program have been noted from the end of 2024 into 2026.

In early December 2025, transit drivers noted that the wheelchair lift on the Freedom Express (unit 504) was not functioning properly. Upon inspection, the Freedom Express frame and body were severely corroded, and when the wheelchair lift was operated, the frame and floor deflected excessively, causing the lift to bind and function improperly. This inspection found that the vehicle frame was compromised and could no longer support the wheelchair lift's weight and function. This was flagged as a severe deficiency, and the Freedom Express was taken out of service immediately.

On December 30, 2025, Administration received an estimate from Winfield Heavy Truck and Collision Repair (Edmonton) to repair and reinforce the frame of the Freedom Express for \$31,661 to continue the function of the wheelchair lift on the unit. However, due to the nature of the repair and the potential liabilities surrounding wheelchair lift operations, Winfield expressed concerns about performing this repair and advised the Town against proceeding.

Unit 504 – Freedom Express is a 2014 Ford E-450 chassis equipped with a wheelchair-accessible bus body and is planned for lifecycle replacement in 2027, according to the Fleet Replacement Schedule presented to Council on November 25, 2025 (Committee of the Whole meeting presentation). Since this unit is at the end of its expected lifecycle and following the professional advice from Winfield, Administration is not moving ahead with this costly repair.

### Analysis

#### Unit 504: Freedom Express

Written by: Caryn Bouchard, Manager of Family and Community Support Services

Freedom Express - Unit 504 Replacement

To maintain the current level of service (CS-7204 section 7.1.ii) to the Town's vulnerable demographic who require these transportation services, Administration is recommending the immediate replacement of Unit 504. Although this request comes to Council after the 2026 budget has already been approved, Administration recommends that Council approve an additional \$230,000 of capital expenditure from Fleet Reserves over and above the \$886,252 approved for fleet replacement in the 2026 Capital Budget to include the replacement of Unit 504.

The procurement process, from receiving competitive bids to delivering the new unit, is likely to take up to 4 months. During this period, this wheelchair-accessible transport service will be affected. Since the Freedom Express was taken out of service, the Town has secured an additional transit bus through TRANSDEV (Hinton Transit Bus supplier) to continue offering door-to-door service to passengers who do not require wheelchair-accessible transport. However, the Town is not currently able to provide this transit service to passengers requiring wheelchair accessible transport.

Below are options that Council could direct Administration to take when considering the replacement of the Freedom Express that coincide with its impact on the level of service:

**Option 1: Maintain level of service - Partnership (CS-7204 section 7.1.ii)**

1. Purchase new in 2026, and seek local partnership with non-profit organizations for service until the 2026 purchase is delivered.
  - a. Purchase new - \$230,000 capital funding from Fleet Reserves
    - i. Built to order and ready in 4-6 months
  - b. Up to \$2,000.00 - \$4,000.00 (will have more accurate quote for meeting date) in unbudgeted operational costs for additional para-transit bus through local partnership with non-profit organizations (Neighbourlink, Pine Valley Lodge, Edson Seniors Transportation Society (ESTS) or neighbouring municipality, if available)
  - c. Moderate interruption in service delivery
  - d. Administration recommends this option.

**Option 2: Maintain level of service - Lease (CS-7204 section 7.1.ii)**

2. Purchase new in 2026, and lease a bus until 2026 purchase is delivered
  - a. Purchase new - \$230,000 capital funding from Fleet Reserves
    - i. Built to order and ready in 4-6 months
  - b. Up to \$8,000/month in unbudgeted operational costs for additional para-transit bus through lease from supplier.
  - c. Moderate interruption in service delivery

**Option 3: Do not maintain level of service (CS-7204 section 7.1.ii)**

3. Purchase a new unit in 2027, and operate Freedom Express Service with a non-wheelchair accessible transit bus supplied through TRANSDEV until the unit is delivered in 2027.
  - a. Purchase new - \$230,000 capital funding from Fleet Reserves in 2027
    - i. Potential delivery in Q2 2027
  - b. Operate Freedom Express as-is until 2027 and purchase new in 2027
  - c. Major disruption to service delivery

Neighbourlink has a van that accommodates one wheelchair, serving the community at a very limited capacity. Neighbourlink has commendably stepped up to help partially bridge the gap in service for passengers requiring wheelchair-accessible transport until the Freedom Express resumes operation. However, Neighbourlink has expressed that it is not able to meet the demand and expressed concern over their own internal capacity to continue offering service for the Town.



ESTS operates Edson's only Wheelchair and lift-accessible transportation service. ESTS has confirmed the availability of one spare para-transit bus and the willingness to discuss providing a temporary para-transit bus until the Town of Hinton procures a new Freedom Express Transit Bus in 2026.

## Implications of Decision

### Financial Implications

Items	Comments
<b>Operating Cost/Implications</b>	Increase of \$24,000 - \$36,000 to lease/rent a unit until delivery of new unit.
<b>Capital Cost</b>	\$230,000 (\$886,252 + \$230,000 = \$1,116,252 total fleet 2026)
<b>Budget Available</b>	No
<b>Source of Funds</b>	Fleet Reserves (purchase new) 2026 Operational Budget (lease/rent) – Spring Adjustments
<b>Unbudgeted Costs</b>	Yes

### Legislative Implications

Conforms with:	Yes/No/Partial/NA	Comments
<b>Council's Strategic Plan</b>	Yes	Organizational Effectiveness: Council remains focused on moving the Town's priorities forward in a fiscally responsible manner.
<b>Municipal Policies or Bylaws</b>	Yes	Transportation Level of Service Policy CS-7204 (section 7.1.ii) Responsible Asset Management and Replacement of Fleet units
<b>Provincial Laws or MGA</b>	N/A	
<b>Other plans or policies</b>	N/A	

### Level of Service Implications

Not maintaining the existing level of service offered by the Transportation service branch is detrimental to a vulnerable demographic that relies on the service to maintain independence, ensure their health is being looked after, and build and maintain social connections in the community. The Freedom Express is the only service in the community that provides this level of service, and not continuing this service for any period of time would impact passengers from but not limited to: Lion's Manor, Adult Day program, Grande Yellowhead School Division, Pine Valley Lodge, and Hinton Hospital.

### Public Engagement

Administration has been in communication with Hinton Continuing Care (HCC), Adult Day Program (ADP) and Neighbourlink. HCC and ADP rely heavily on the Freedom Express service and have expressed strong support for maintaining the level of service. Neighbourlink's capacity to deliver clients to appointments at the level of Freedom Express is not possible, and maintaining the level of service is vital for residents and the community at large.

### Risk / Liability

- A. Increasing maintenance costs,
- B. Deterioration of Town Fleet assets,
- C. Increased service disruptions to a vulnerable demographic.

**Options / Alternatives**

1. That Committee refer Freedom Express – Unit 504 Replacement to the next Regular Council Meeting.
2. That Committee refer Freedom Express – Unit 504 Replacement to a future Committee of the Whole Meeting.
3. That Committee refer Freedom Express – Unit 504 Replacement to a future Regular Council Meeting with the following option included: \_\_\_\_\_.
4. That Committee receive the report on Freedom Express - Unit 504 Replacement for information and direct Administration to return the Transportation Level of Service Policy to a future Committee of the Whole.

**Attachment(s)**

1. [Transportation Levels of Service](#)



# Operating Highlights

## December 2025

### CAO Department

#### Human Resources

<b>Hiring at a Glance:</b>	
<b>Total Vacancies:</b>	94
<b>Total Filled:</b>	76
<b>Outstanding:</b>	18
<b>Ave time to fill:</b>	46 days

### Strategic Projects Department

#### Operating Highlights:

- Boutin Lands: Draft Population and Housing Demand Needs Assessment reviewed and returned for finalization, expected January 2026.
- Co-operative Housing – Industry Focus: Meeting scheduled for January 2026.

#### Completed and Continuing Projects:

- Boutin Lands: The Population and Housing Demand Needs Assessment report presented to Council in Q1 of 2026.

### Corporate Services Department

#### Operating Highlights:

- Grant awarded for Digital Evidence Management System (RCMP Body Cameras)
- Business Licence renewals have been sent out.

#### Completed and Continuing Projects:

- Request for Proposal (RFP) Assessment services posted December 2025.
- Video Surveillance Policy revised, Council to review in January.

#### Statistics:

- Access to Information Requests Completed: 4
- Website: [www.hinton.ca](http://www.hinton.ca) | Active website users: 13K

#### Top pages:

1. Job Postings
2. Home Page
3. Search

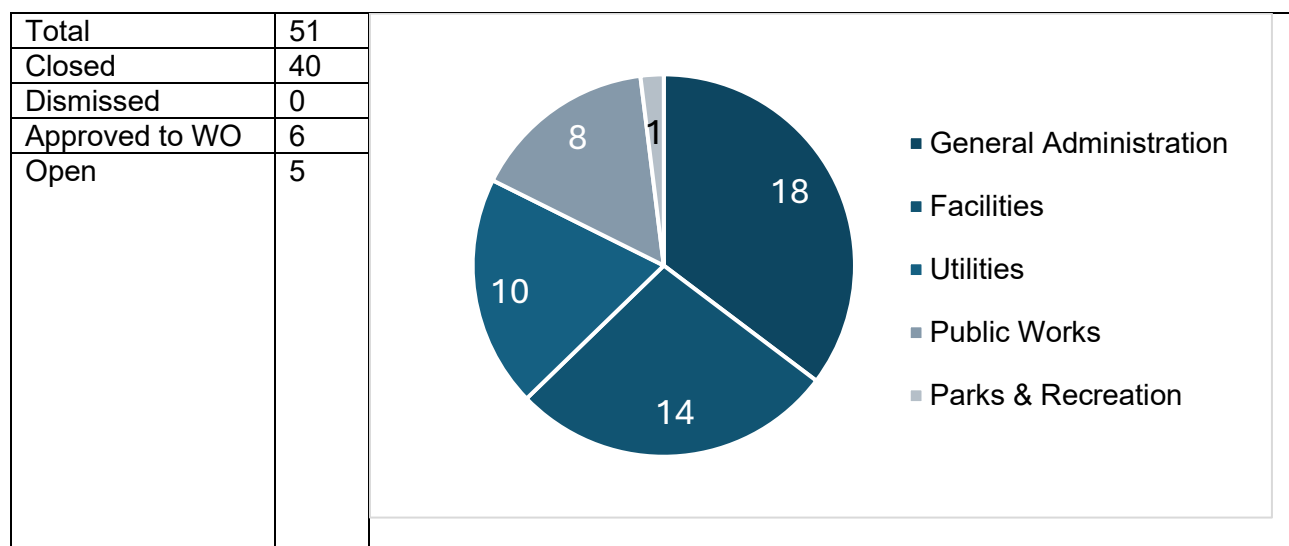
4. Calendar
5. News Flash | Home

- Facebook: [www.facebook.com/TownofHinton/](https://www.facebook.com/TownofHinton/) | Viewers: 38.3K | Followers: 6.5K

Top posts by interactions:

1. Snow Much Fun Weekend
2. Advocacy Leads to Results
3. Mayor Laberge shares Hinton's current financial status
4. Celebrating Student Success – Regional Tuition Assistance Bursary
5. FireSmart™ Work on Willow Road

- Hinton Listens



## **Community & Protective Services Department**

### **FCSS & Transportation**

#### Operating Highlights

- Seniors 55+ and Thriving: 21 seniors attended Christmas card-making.
- Linkages: Seniors and students shared traditions and decorated cookies.
- Family Resource Network: Year 6 funding extended to June 30, 2026; new application coming for three-year extension.

#### Completed and Continuing Projects

- Knock, Knock, Hey Neighbour: Year 4 completed; 250 kits distributed. Expression of Interest submitted for Year 5.

#### Statistics

- FCSS Board Governance Workshop: 10 participants.
- Senior Light Tour & Community Choir: 140 seniors attended.

- Christmas Cookie Decorating & Crafts: 150+ participants.
- Coats for Kids: 280 items distributed.
- Freedom Express: 2 new applications.
- Home Support: 2 referrals.
- Volunteer Income Tax Program: 6 returns completed; \$6,000 refunded.

## **Health & Safety**

### Completed and Continuing Projects

- Library Audit: Returned from AMHSA Quality Assurance.

## **Hinton Municipal Library**

### Operating Highlights

- Routers upgraded for better cybersecurity.

### Statistics

- Family Art Program: 25 attendees.
- Outreach Programs: 55 participants.
- Virtual Learning (Royal Tyrrell Museum): 27 attendees.
- Author Talk – Radically Wild, Scott Sunderwald: 80 attendees.

## **Parks, Recreation & Culture**

### Operating Highlights

- Skate with Santa: Added crafts, market, and games; sleigh rides postponed due to cold temps.
- Swim with Elves: 150+ swimmers.
- Disco Skate: Held December 31.
- Growing Guards: Info sessions ended; 9 applications received.

### Completed and Continuing Projects

- Recreation Management Software: Data build near completion.
- CCTV Installation: Interior complete; exterior nearly done; go-live in January.

### Statistics

- Ice Tournaments: 2
- Ice programming drop-ins: 312 (excluding Skate with Santa).
- Ice programming pass holders: 61 (excluding Skate with Santa).

## **Protective Services**

### Operating Highlights:

## Fire Rescue:

Structure Fires	3
Outdoor Fires	1
Motor Vehicle Crash (several involving wildlife)	12
Mutual Aid (Medical Lift Assist)	6
Commercial Alarms	11
Smoke Investigation	3
Vehicle Fire	1

## Municipal Enforcement:

Total Enforcement files:	180
Municipal tickets	#1 / \$100
Provincial tickets	#1 / \$405
Animal control files	38
Animal licences	10
Assistance to other agencies	52
Fire Bylaw infractions	3
Homeless camps	4
Taxi files	12
Traffic offences	22
Cannabis Files	1
Nuisance files	36

## Completed and Continuing Projects:

- Review and amend Animal Control Bylaw
- Review and amend Fire Service Bylaw - ongoing

**Development & Infrastructure Services Department**

## Operating Highlights:

- Roll off containers for residential garbage collection through holidays, mobilized and demobilized

**Operations - Utilities**

## Operating Highlights:

- Assisting with Water Meter installations

## Completed and Continuing Projects:

- Sanitary Sewer CCTV Inspection - ongoing
- Hillcrest Pumphouse Project – ongoing
- UV Reactor PLC replacement (WTP) - ongoing
- Maintenance schedule -ongoing

**Operations – Building Maintenance**

## Operating Highlights:

- New boiler installed at Hinton Centre

## Completed and Continuing Projects:

- Golf Course HVAC replacement – Design phase
- ISB Security Upgrades – ongoing
- Rec Centre Security Camera Replacement – ongoing

## Planning and Development

### Operating Highlights

- Water Meter Project: 50% of meters installed. SBA tower purchased; data equipment installation will follow repairs and Fortis power connection.
- Woodstave Water Line Replacement: 80% of pipe installed; remaining work planned during 2026 Mondi Plant shutdown.
- Future Water Treatment Plant Study: Final stage of preliminary design and cost estimate.
- Happy Creek Culvert: Consultant selected for design and tender documents.
- Switzer Drive Street Lighting: Design in progress; coordinating with Fortis on transformer location.

### Statistics

Dev Permit No.	Date	Category	Development Proposed	Address	Project Value
25-125	08-Dec-25	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	230 MOBERLY DR.	\$0.00
25-126	05-Dec-25	COMMERCIAL	CHANGE OF USE - MINOR EATING OR DRINKING ESTABLISHMENT	101-117 ATHABASCA AVE.	\$11,000.00
25-127	11-Dec-25	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	17, 465 MAKENNY ST.	\$0.00
25-128	16-Dec-25	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION (SHORT-TERM RENTAL)	422 MOUNTAIN ST.	\$0.00
25-129	17-Dec-25	COMMERCIAL	CHANGE OF USE - INDOOR RECREATION	107-111 GOVERNMENT RD.	\$1,200.00