



Town of Hinton
Regular Meeting of Council
AGENDA
JANUARY 15, 2013 - 6:30 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta

TOWN COUNCIL MISSION
Council serves the interests of our citizens
to enable our community to reach full potential.

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Regular Council Agenda - January 15, 2013

CITIZENS "MINUTE WITH COUNCIL"

DELEGATIONS AND PRESENTATIONS

- | | |
|-------|--|
| 3 - 6 | 1. Building Assets Together Team Update - Presented by Deanna Alford |
| | 2. Chamber of Commerce - Presented by Mike Smith, President |
| | 3. Town Manager's Office Division Update - Presented by Bernie Kreiner |

COUNCIL MINUTES FOR ADOPTION

- | | |
|---------|--|
| 7 - 12 | 1. Regular Meeting of Council Minutes - December 18, 2012 |
| 13 - 14 | 2. Standing Committee of Council Minutes - January 8, 2013 |

ACTION ITEMS

- | | |
|---------|--|
| 15 - 17 | 1. Photo Enforcement Agreement - Presented by Laura Howarth |
| 18 - 21 | 2. Council Agendas - In Camera Topics - Presented by Rhonda West |

INFORMATION ITEMS

- | | |
|----|---|
| 22 | 1. Council Information Package #1 - previously circulated December 20, 2012 |
| 23 | 2. Council Information Package #2 - previously circulated January 3, 2013 |



**Town of Hinton
Regular Meeting of Council
AGENDA
January 15, 2013
Council Chambers**

- 24 3. Council Information Package #3 - previously circulated January 10, 2013

REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)
2. Town Manager Report

MOVE IN CAMERA

1. Please refer to In Camera Agenda (if necessary)

ADJOURNMENT

1. Call for Adjournment of Meeting

“Imagine” 2012
Theme: Frazzle-Proof

The 4th annual *“Imagine”* Developmental Assets Leadership Conference is the Building Assets Together Team’s innovative way to build leadership and action for building assets within school and community settings.

Developmental Assets are the values, supports, relationships and experiences that all young people need to grow up healthy, caring and responsible.

The goals of the *“Imagine”* conference are:

- Providing experiential learning and team building related to developmental assets, and skills for building developmental assets within schools and communities.
- Developing school asset building teams
- Working with these teams to provide mentorship and support in planning and implementing school/community based asset building activities.

This year the conference will focus on the following developmental assets:

Asset #30 – Responsibility: A young person takes responsibility for their health and wellbeing.

Asset #37 – Personal Power: Young person feels that he/she has control over “things that happen to me”.

Asset #38 – Self-Esteem: Young person reports high level of self esteem.

Research concludes that one of the main ways that young people develop these assets is the teaching/coaching of coping skills to handle the various stressors that will come their way, and resilience skills so they are able to bounce back from adverse situations. Young people who do not have effective coping and resiliency skills to deal with family discord, school demands, grief and loss, anxiety, etc. are much more likely to self-medicate with substances, self-harm or ‘act out’ in socially unacceptable ways.

Therefore the *“Imagine”* conference sessions will address the following skills for staying Frazzle-Proof ! Conference sessions will be facilitated by youth leaders (Grades 9-11) with the help of adult mentors.

1. Body in Motion (Active Lifestyle)
2. Fueling Up (Healthy Eating)
3. LOL! (Laughter)
4. 40 Fun Things (Youth Programs and Volunteering in Hinton)
5. Chill Out (Relaxation Techniques)
6. Write On (Journaling)

This year we are pleased to have staff from AHS-Addiction and Mental Health, along with Family School Liaisons and School Success Coaches, do the following pre and post

conference sessions with the grade six students so they can continue to develop their coping and resilience skills throughout the school year:

1. Feeling Frazzled? (What is stress?/Stress' effects on the body & mind)
2. Spilling (Talking to a Trusted Adult)
3. Catching Some Zzzzz (Sleeping)
4. Get It Together (Time Management)
5. Chill Out II (More Relaxation Techniques)

There will also be a session at the conference for Grade 6 teachers, parents and other interested adults on building the capacity of young people to deal with stress in the home and classroom as well as Developmental Assets 101.

Imagine 2012 Conference Schedule

8:30 – 9:00 am	Registration					
9:00 – 9:30 am	Welcome and Energizers in Gym					
9:35 – 10:05 am	I Like to Move It (Gym)	Write On! (Room 142)	LOL! (Room 138)	Who's Bored? Not Me! (Room 134)	Fueling Up (Room 214)	CHILL Out! (Room 222)
10:05 AM	Move to next session					
10:10 – 10:40 am	CHILL Out! (Room 222)	I Like to Move It (Gym)	Write On! (Room 142)	LOL! (Room 138)	Who's Bored? Not Me! (Room 134)	Fueling Up (Room 214)
10:40 am	Move to next session					
10:45 – 10:55 am	SNACK BREAK					
10:55 – 11:25 am	Fueling Up (Room 214)	CHILL Out! (Room 222)	I Like to Move It (Gym)	Write On! (Room 142)	LOL! (Room 138)	Who's Bored? Not Me! (Room 134)
11:25 am	Move to next session					
11:30 – 12:00	Who's Bored? Not Me! (Room 134)	Fueling Up (Room 214)	CHILL Out! (Room 222)	I Like to Move It (Gym)	Write On! (Room 142)	LOL! (Room 138)
12:00 – 12:45 pm	LUNCH					
12:50 – 1:20 pm	LOL! (Room 138)	Who's Bored? Not Me! (Room 134)	Fueling Up (Room 214)	CHILL Out! (Room 222)	I Like to Move It (Gym)	Write On! (Room 142)
1:20 pm	Move to next session					
1:25 – 1: 55 pm	Write On! (Room 142)	LOL! (Room 138)	Who's Bored? Not Me! (Room 134)	Fueling Up (Room 214)	CHILL Out! (Room 222)	I Like to Move It (Gym)
1:55 - 2:05 pm	SNACK BREAK					
2:05 PM	Move to Gym					
2:10 – 2:30 pm	Farewells and Organize for Buses					



Building Assets
Together Team presents:

“Imagine” 2012

Frazzle-Proof



Parents & Guardians:

You are invited to the asset building leadership conference for Hinton Grade 6 students and see how you can support this initiative while having fun and meeting other adults! Join us for the ‘Asset Café’ session designed just for you!

Welcome & Energizer Session - 9:00 a.m.

‘Asset Café’ Session - 9:35-11:00 a.m.

Coffee & snacks provided

Tuesday, December 4, 2012

Hinton Training Centre

(formerly the Forestry School - 1176 Switzer Drive)

Please R.S.V.P. to: Cst. Deanna Alford at 780.865.2455
or deanna.alford@rcmp-grc.gc.ca



TOWN OF HINTON Regular Council Meeting December 18, 2012

PRESENT: Mayor Ian Duncan, Councillors Bill Bulger, Jane Macridis, Janice Callihoo, Dale Currie, Lorraine Johnston-MacKay, Ryan Maguhn

ABSENT: N/A

SECRETARY: Lil Wallace - Executive Assistant

ALSO PRESENT: Bernie Kreiner - Town Manager & Acting Director of Corporate Services
Rhonda West - Legislative & Administrative Services Coordinator

ORDER

Mayor Ian Duncan called the Regular Council meeting to order. The time was 6:30 p.m.

ADOPTION OF AGENDA

B. BULGER - That the Agenda of the Regular Council Meeting of Council held December 18, 2012 be adopted with the following amendment:

Add to "Information Items" as Item #3 a letter dated December 17, 2012 from Carol Faid.

Carried

CITIZENS "MINUTE WITH COUNCIL"

Harry Lasonder came forward to speak to council to voice his concerns about the lack of Hinton's growth, both economically and population. He also presented council with his Christmas wish list as follows:

- Transparency with our municipal government
- A realistic budget
- Council's consideration to major changes within the leadership(s) of the current administration.

DELEGATIONS AND PRESENTATIONS

1. Queen's Diamond Jubilee Medal - Presented by Ryan Maguhn

Ryan Maguhn attended as a citizen delegation and presented the Queen's Diamond Jubilee Medal to Captain A. E. Steinemann in recognition of his countless volunteer hours with the cadets organization and the Hinton cadets.

Initial

2. Citizen “Transparency” Concerns – Presented by Matthew Young

Matthew Young spoke to council about the apathy he feels the Hinton community has and the lack of transparency he feels is present with the current council. He would like council to disclose their “in camera” agenda titles for items so there is transparency and people are aware of what topic council is discussing.

COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes - December 4, 2012
2. Standing Committee of Council Minutes - December 11, 2012

D. CURRIE - That the Minutes listed above be approved as presented.

Carried

ACTION ITEMS

Refer to the Regular Council Meeting Agenda package for December 18, 2012 for detailed background information on these decisions.

1. Interim Budget for 2013

J. MACRIDIS -That Council adopt the 2013 interim operating budget for the Town of Hinton using the 2012 budget estimate of \$24,930,893.

Carried

2. HPC, Mary Reimer Park Society & CEAC

Three committees currently had vacancies and applications had been received. Ballots were distributed to council and voting then took place. Results were:

- Jennifer Norquay to the Community Engagement & Accountability Committee
- Tim Shain to the Mary Reimer Park Society
- Adele Willier to the Hinton Policing Committee.

All appointments are for two-year terms.

B. BULGER - That all ballots be destroyed.

Carried

R. MAGUHN - That Council direct administration to provide Council with information relating to the implementation of topic lines within the IN CAMERA agenda as of the January 15, 2013 Regular Council meeting.

Carried

INFORMATION ITEMS

1. Council Information Package #1 - previously circulated December 6, 2012
2. Council Information Package #2 - previously circulated December 13, 2012
3. Letter from Carol Faid dated December 17, 2012. Councillor Bill Bulger requested the letter be read aloud to the audience as Ms. Faid was unable to attend tonight and wanted

Initial

this letter included in the agenda. The letter is attached hereto as Attachment #1.

J. CALLIHOO – That Council Information Packages #1 and # 2 and Letter #3 from Carol Faid be accepted for information.

Carried

REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)

Councillor Janice Callihoo reported:

- Attends the Business support network meetings and industry representatives also attend; discussing how to manage their employment and housing needs;
- Hinton Friendship Centre had Christmas Party; Santa also attended
- Thanked the audience for attending and demonstrating their interest in the council meetings

Councillor Dale Currie reported:

- CEAC meeting discussed Highway 16 task force and recreation task force

Councillor Bill Bulger reported:

- CEAC reports that have been compiled will be released publicly shortly;
- Met with Evergreens at their organizational meeting; Greg Paschny elected board chair; their budget is the topic at the moment.

Mayor Ian Duncan reported:

- Had meeting with West Fraser last week and some discussion respecting complaints of odour; they have hired Stantec to look into this and prepare report back to West Fraser in January; focusing on 5 different opportunities to resolve this;
- Did not meet with Robin Campbell in Edmonton on December 5, 2012 due to the bad weather and roads; met with MLA Campbell December 7 and discussed the state of the court house including issues with sharing waiting room between victims and accused;
- December 14 meeting with MLA and Coalspur and topics discussed included housing in the community and available provincial funding that administration will continue to seek to obtain; **directed Administration to prepare letter for Mayor's signature for working with municipality on the affordable housing.**
- Brought greetings at Pilipino Christmas Party; absolutely impressed with the enthusiasm; great night.

Councillor Jane Macridis reported:

- Lots of meetings going on at this time of year; she is the education listener; respecting increasing and bringing forward post-secondary education opportunities council has appointed task committee that is meeting in early new year with Grande Prairie Regional College;
- Met with Bryan Gouthro, on the board of directors of Grande Prairie Regional College to ensure the needs of post-secondary are brought to Hinton;
- Had meeting with MLA Robin Campbell and appreciates that he makes the effort to meet with Hinton council even though he has a very busy schedule;
- Tomorrow meeting with library board; good suggestion for stocking stuffer for adults is a library card;

Initial

- Meeting with Yellowhead County in early 2013 to work through community development agreement;
- BRIDGES will be hosting their trivia night in middle of February; encourages all to participate; watch for more information.

Councillor Ryan Maguhn reported:

- Had several meetings with citizens as the economic listener; budget is one of the main topics; encourages businesses or individuals related to business to contact him;

Councillor Lorraine Johnston-MacKay reported:

- Attended the ASH Christmas craft party at the Guild; great turnout this year; artisans were there to sell their wares;
- Was the MC of the Senior's Light Tour last night at the Pine Valley Lodge; beautiful display of lights in the community; keeps getting better and better;
- Recently attended Community Futures strategic planning session
- Feb. 13 to 25, 2013 Winter Magic Festival dates; organizers are looking to add more events and encourages the community to do so;
- Change in garbage pickup for next week; encourages everyone to recycle; watch the newspapers for more information.

2. Town Manager Report

Town Manager Bernie Kreiner reported:

- There is only 1 regular council meeting in January (15th); 2 Standing Committee meetings which are public meetings;
- Repairs to the arena went well; had to remove asbestos which has now been dealt with;
- Garbage pickup – large bins going into neighborhoods; watch ads in the newspaper for information;
- Residential street cleaning; public works takes careful approach in first cleaned each year, goes in circle rotation;
- Thank you to Kurt Scobie and Grande Yellowhead School Division for the recent cross training with town staff;
- Denise Parent started this week as Director of Corporate Services; this is a phasing of retirement with Marg Swain, who retires in the spring of next year.

MOVE IN CAMERA

R. MAGUHN- That the Regular Meeting of Council move in camera.

Carried

The time was 7:50 p.m. Councillor Dale Currie left the meeting at 7:51 p.m. due to work commitments.

J. MACRIDIS - That the Regular Meeting of Council reconvene.

Carried

The time was 8:34 p.m.

Initial

ADJOURNMENT

J. MACRIDIS - That the Regular Meeting of Council adjourn.

Carried

The time was 8:35 p.m.

Mayor

Town Manager

Initial

Carol Faid, MD CCFP
102 ALLEN COVE HINTON, AB T7V 2A6
TEL 780 740-3385 sleepst06@yahoo.com

Attachment #1
to Dec. 18, 2012
Regular Council
Minutes



December 17, 2012

Dear Town Council of Hinton:

I would like to comment on the ongoing issue of approving the annual budget for Hinton. Recent letters in the newspapers have outlined concerns with proposed municipal tax increases, mismanagement and overspending of taxpayers' money, and high salaries for town employees.

As for the tax increase, I understand that this equates to an extra \$7 per month per average home owner. Even with this increase, our property taxes are comparable to other small towns in Alberta. Also, it is a miniscule amount in comparison to our provincial and federal taxes, which is income-based thereby increasing with every extra dollar we earn. The new budget has been carefully formulated for continued maintenance of our infrastructure, new projects for town improvement, and administration. Personally, I would rather see my tax dollars spent locally than sent as equalization payments to other provinces.

As for fiscal transparency, the way our money is spent in this town could not get any more transparent. All public servants are entrusted with fiscal responsibility to taxpayers, and I believe the Town of Hinton and our Town Council have shown their trustworthiness and due diligence in this regard. This is in stark contrast to the recent examples of scandal, squander and carryings-on at higher levels of government in this country. I would challenge our town budget-critics to walk into the Alberta Legislature or the House of Commons and get a clear answer as to where their tax dollars have been spent.

It is an insult and disgrace to suggest that our town manager is overpaid at \$169,000 per annum with benefits, 0.7% raise over last year. The Edson town manager earns over \$200,000, a 6.5% raise over last year. Most oil and gas labourers in and around Hinton make upwards of \$150,000. In a recent letter to the Hinton Parklander, it was suggested we compare Bernie Kreiner to the CEO of a private corporation. Someone with Bernie Kreiner's qualifications, experience, and remarkable volunteerism would fare much better financially in the private sector. He is clearly not in it for the money. As for our town councillors and town administration, we can only attract quality people to run our town if we pay competitively. We absolutely get what we pay for from these individuals.

I support the new budget as it stands and thank you for your public service.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Carol E. Faid".

Carol E. Faid



TOWN OF HINTON
Standing Committee of Council Meeting
JANUARY 8, 2013

PRESENT: Mayor Ian Duncan, Deputy Mayor Dale Currie
Councillors Bill Bulger, Janice Callihoo, Dale Currie,
Lorraine Johnston-MacKay,

ABSENT: Councillors Jane Macridis and Ryan Maguhn

SECRETARY: Lil Wallace - Executive Assistant

ALSO PRESENT: Bernie Kreiner - Town Manager
Rhonda West - Legislative & Administrative Services Coordinator
Denise Parent – Director of Corporate Services

ORDER

Deputy Mayor Dale Currie called the Standing Committee Meeting to order. The time was 11:32 a.m.

ADOPTION OF AGENDA

There was consensus to accept the Standing Committee Meeting Agenda of January 8, 2013 with the following addition:

- Action Item #2 “Financial Comparisons”.

ACTION ITEMS

Refer to the Standing Committee Meeting Agenda package for January 8, 2013 for detailed background information on these decisions.

Future of Potable Water Treatment Responsibility in the Town of Hinton

There was consensus to support the Town’s “Ask” of West Fraser and consensus was given to proceed with next steps as set out in section E. of the report.

Municipal Financial Comparisons

Bernie presented several charts showing the town’s financial status in comparison to several other communities. The late handout has been posted to the town’s website as part of the 2013 budget package available for public review. Council thanked staff for preparing this budget package, stating it was well put together and understandable.

ADDITIONAL INFORMATION

Urgent Matters from Council and Town Manager

- Deputy Fire Chief has resigned so recruitment to fill this position will commence shortly.
- The recent Hinton United Way campaign resulted in a 4,640.00 contribution by staff.
- Plainsman has now purchased property in Thompson Lake area and the deal has closed. They are new developers in town and have advised they are interested in multi-family plans.

Initial

- Council was advised that over 30 hours (as of today) by town employees have been spent researching questions recently for two Hinton citizens.

Executive Assistant Logistics Information

Upcoming event logistics were discussed.

IN CAMERA (if necessary)

J. CALLIHOO - That Standing Committee move in camera.

Carried

The time was 12:35 p.m.

RECONVENE

B. BULGER - That Standing Committee revert to regular session.

Carried

The time was 1:50 p.m.

Councillor Lorraine Johnston-MacKay advised council that two people phoned her to state their appreciation for garbage pickup services during Christmas. Also, she advised that she observed contractors putting their waste in garbage bins and asked the procedure to follow in reporting this. Mr. Kreiner advised her to call bylaw services.

Councillor Bill Bulger advised council that a citizen had called him enquiring about an air quality monitoring station to alert citizens of bad air conditions. Citizens can go on to the West Central Airshed Monitor Society of Alberta webpage (www.wcas.ca) to obtain air quality data.

ADJOURNMENT

B. BULGER - That Standing Committee Meeting of Council adjourn.

Carried

The time was 1:56 p.m.

Deputy Mayor

Town Manager

Initial



TOWN OF HINTON REQUEST FOR DECISION

DATE: January 11, 2013

TO: REGULAR MEETING OF COUNCIL OF JANUARY 15, 2013

FROM: Laura Howarth, Director of Community & Protective Services

REVIEWED BY: Bernie Kreiner, Town manager

APPROVED BY: Bernie Kreiner, Town manager

RE: PHOTO ENFORCEMENT AGREEMENT

Recommendation:

That Council enter into a three year contract extension with Global Traffic Group Ltd. for the provision of photo enforcement services expiring December 31, 2015.

Concluding Statement

Automated traffic enforcement technology (photo radar) is a tool that can be used to enhance compliance (deter violations) and enforce traffic laws, but can only be operated with the support of the local RCMP. The local detachment is ultimately responsible for traffic safety enforcement. With joint efforts between local police and the photo radar program, incidents are reduced and policing resources are more effectively allocated to competing community policing priorities.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	<i>Provincial Traffic Safety Act Guidelines, Automated Technology Guidelines and the Town of Hinton Traffic Bylaw #1023.</i>
Community Sustainability Plan (CSP)	Yes	<i>Efforts to “develop a safe community” support wellness strategies that “uphold and build a safe community for all citizens” and visitors.</i>

Council's Strategic Plan	Yes	<i>Aligns with the Community Vision Statement (safe environment), however there is no significant positive or negative impact on Council's Key Result Areas.</i>
Long Term Capital Plan or; Adopted Budget (Operational)	No Yes	<i>Incorporated into the 2013 proposed budget.</i>

Background / Introduction

This item is before Council to request a decision on the possible extension of the existing Photo Enforcement Agreement with Global Traffic Group Ltd. that will expire on January 31, 2013.

Between July 2006 and December 2009, the Town of Hinton entered into a service agreement with Global Traffic Group Ltd. for the provision of photo enforcement services detecting certain traffic violations and issuing citations to alleged violators. The contract was extended for an additional three years after a Council-directed review confirmed that Global Traffic service levels met our expectations and they were confirmed to be the most cost-effective service provider (including exploring the option of providing the service in-house). Approximately 24 hours per week of service is performed.

At this time, Global Traffic Group Ltd. continues to meet the Town's service expectations and administration is recommending to extend the agreement term for an additional three years, expiring December 31, 2015. Provisions for this are identified in article 4.2 of the current agreement.

Options

1. Enter into a three year contract extension with Global Traffic Group Ltd. for the provision of photo enforcement services expiring December 31, 2015.
2. Enter into a contract extension with Global Traffic Group Ltd. for the provision of photo enforcement services for a term other than three years.
3. Allow the current contract with Global Traffic Group Ltd. for the provision of photo enforcement services to expire on January 31, 2013 without intent to extend the agreement.
4. Refer this Request for Direction to Administration for amendment or further information.

Administration Assessment of Options and Conclusion

1. **THREE YEAR CONTRACT EXTENSION:** Global Traffic has a proven reputable and effective service provision with the Town of Hinton over the last two contract agreements (spanning July 2006 to present). There is no indication that exploring alternate service providers / models should be considered at this time. Three year cycles seem to provide both the Town and Global Traffic with conditions that foster both flexibility and planning comfort.

2. **CONTRACT EXTENSION OTHER THAN THREE YEARS:** A shorter / longer term extension may be considered by Global Traffic; however a term beyond October 31, 2016 would be conditional upon the renewal of the current Access to Motor Vehicle Information Regulation Agreement that enables Global Traffic Group Ltd. to access information required to provide photo enforcement services to the Town of Hinton.
3. **ALLOW EXISTING CONTRACT TO EXPIRE:** Photo enforcement services would cease to be provided after January 31, 2013 and the Town of Hinton, in joint efforts with the RCMP, would explore alternate ways of ensuring traffic safety within the context of all community policing priorities. This will also impact projects under the Community Safety Initiatives (CSI) Program as funding for these initiatives is generated from photo radar proceeds.
4. **REFER TO ADMINISTRATION:**
An (additional*) interim extension to the existing agreement would need to be negotiated with Global Traffic Group Ltd. to ensure services were not interrupted while Administration addresses Council-directed action; or, allow the existing agreement to expire resulting in a re-negotiation of the entire contract when/if Council directs at a later date.

*The previous three year contract expired on December 31, 2012 and was extended for one month (expiring January 31, 2013) to allow Town Administration to bring this matter before Council.

CONCLUSION:

Reducing the number of speeding violations within the Town boundaries is still a valid concern. Although violations primarily in school zones and local major collector roads continue to be low (violation deterrence continues to be effective for residents), speeding infractions in the highway corridor continue to be significant (majority of violations = 95%). Continuing the photo enforcement program with Global Traffic Group Ltd. as the continued service provider will assist in maintaining and improving our community traffic safety.

Town Manager Comments

There are limited contractors providing this service and we are satisfied with this contractors performance and so I support continuance with them.

Advisory Committee Comments / Public Feedback

Proactive traffic enforcement is identified as one of four priority areas for the Hinton Policing Committee in 2012-2013.

Public feedback on photo radar services has been limited to 5 complaints in 2012 (all were received from out-of-town violators). These concerns were related to the existence of photo radar, rather than the actual performance of the contractor or their employee(s). Residents seem to be modifying their speeding behaviors in the primary safety concern areas; in fact, we receive suggestions to the Town and RCMP for consideration on where photo radar may also be effective within the community.

Attachment(s)

None



TOWN OF HINTON REQUEST FOR DECISION

DATE: January 2, 2013

TO: REGULAR MEETING OF COUNCIL OF JANUARY 15, 2013

FROM: Rhonda West, Legislative & Administrative Services Coordinator

REVIEWED BY: Denise Parent, Director of Corporate Services

APPROVED BY: Bernie Kreiner, Town manager

RE: COUNCIL AGENDAS – IN CAMERA TOPICS

Recommendation:

That Council give Council Procedure Bylaw #1060-1 first, second, unanimous consent and third and final reading.

Concluding Statement

Including the topics with reasons of In Camera items on Council agendas reflects open and transparent governance while still maintaining a high level of professionalism and compliance with provincial legislation.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Section 197(2) states that councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the <i>Freedom of Information and Protection of Privacy Act</i> .
Community Sustainability Plan	Yes	The people of Hinton are leaders in progressive governance and its elected officials listen to its constituents and respond by finding solutions in providing improved governance and collaboration.
Council's Strategic Plan	Yes	Respond to concerns arising in the community which are not consistent with Town beliefs and decisions.
Long Term Capital Plan or Adopted budget	N/A	

Background / Introduction

This item is before Council to respond to council's request for information and options on the topic of whether and how to identify in camera items on agendas.

Options

1. Council remain with the status quo (In Camera listed as agenda heading only with no description);
2. Council provide for the listing of the In Camera topics (generically) on council agendas;
3. Council provide for the listing of the In Camera topics (generically) and the reason(s) why each must be In Camera.

Process Options

In the event Council proceeds with Option 2 or 3, this can be implemented in two ways:

1. Permanently by giving proposed Bylaw #1060-1 (as applicable) first, second, unanimous consent and third and final reading; or
2. On a trial basis of say one year, by resolution.

Administration Assessment of Options and Conclusion

Under the *Municipal Government Act*, Council is authorized to move In Camera during its council meetings. Current practice and procedure has Council moving In Camera nearing the end of its Regular Council meetings. More often than not, the purpose of moving In Camera is to allow Council their “de-briefing session” where they evaluate one another on their meeting performance on the basis of respect, governance and open dialogue and participation. Council will also move In Camera at Standing Committee meetings if there is a topic for discussion based on the guidelines set out the *Municipal Government Act* (Council does not de-brief at Standing Committee meetings). While In Camera, Council Procedure Bylaw #1060 states that no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.

The Town of Hinton upholds the principle of transparency and encourages and provides easy access for attendance and information regarding council meetings. In accordance with the *Municipal Government Act*, matters for discussion are done in open and public meetings (Regular, Standing and Public Hearings) and In Camera discussions of topics are the exception and conducted on an as needed basis.

Option 1

In 2006, the topics of In Camera discussions were listed on council agendas. Some assumptions and misconceptions of those discussions became relevant in the community and as a result Council directed that topics be removed from council agendas.

A survey of our municipal comparatives show that just under 50% are following the practice of moving In Camera without listing the topic or reason with the remaining municipalities either listing the topic only (2) or listing the topic with reasons (3).

	In Camera – No Details (current procedure)	In Camera – Topic Only (ie. Legal, Land, Personnel)	In Camera – Topic and Reason
Brooks	X		
Ft. Saskatchewan			X
Leduc			X
Canmore			X
Drayton Valley	X		
Edson		X	
Peace River		X	
Whitecourt	X		
Yellowhead County	X		

Option 2

The municipalities of Edson and Peace River list the topic of their In Camera discussions. The description is a one or two word descriptor (ie. Legal, Land, Personnel) which provides a general idea while still complying with provincial legislation. This procedure provides some transparency to the public in that it gives people an idea of what is being discussed In Camera while protecting sensitive issues, economic interests, personal privacy etc. The downfall of listing the topic (as was evident in 2006) is that there may be confusion or assumptions made of what is being discussed.

Option 3

If the goal is to provide open and transparent governance, then taking Option 2 one further step seems to be the viable option by providing not only the topic of the In Camera discussion, but also the reason why it must be In Camera. Providing the reason and legal requirement will help eliminate any confusion or assumptions around the topic and provides a real foundation as to why an item must be discussed In Camera. This option best reflects the vision and intention of good governance and leadership under the CSP and provides complete transparency to the public while ensuring that sensitive topics under the guidelines of Provincial legislation are discussed in a private and protected environment.

Town Manager Comments

I support the direction that the recommendation moves noting especially the transparency benefits, while cautioning council that I see two risks of taking this approach which may also not be in the public interest:

- a. generating public speculation and second guessing about the legitimacy of these discussions being in camera could be heightened. This could be true if topic descriptions are too concise (vs. vague); or if the descriptions are vague, how well is transparency advanced? Ie. Topic described as Personnel – senior management briefing vs. Senior management departure.
- b. With concise descriptions, there is the additional concern of creating public expectations on deliberative matters that may not get any legs. For example, how would it be perceived if the Town were exploring various ideas very conceptually but ultimately chose not to proceed...with declared titles such as: possible sites to acquire for storefront FCSS; options for electric distribution network ownership; legal advice re. land planning dispute with Yellowhead County; or legal advice re: municipality being in residential land development business.

These risks have the potential to curb creative, deliberative ideas discussions coming forward on possible new and improved ways of doing matters for the community, particularly when land, legal and personnel matters are involved.

Attachment

1. Proposed Council Procedure Bylaw #1060-1 -- that will provide for stating the topic and reason for In Camera items on Council Meeting agendas.



TOWN OF HINTON
BYLAW #1060-1
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA
FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS
AND THE TRANSACTING OF BUSINESS BY COUNCIL
OF THE TOWN OF HINTON

WHEREAS it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

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

1. That the following paragraph be inserted:

11) Agenda

9) *In Camera items must include the topic to be discussed and the reason(s) why they must be In Camera.*

2. This bylaw shall take effect on the final day of passing.

READ A FIRST TIME THIS _____ DAY OF _____, 2013.

READ A SECOND TIME THIS _____ DAY OF _____, 2013.

READ A THIRD TIME THIS _____ DAY OF _____, 2013.

MAYOR

DIRECTOR OF CORPORATE



**Town of Hinton
COUNCIL INFORMATION PACKAGE #1
(December 20, 2012)
In Advance of January 15, 2013 Regular Council Meeting**

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

- | | |
|--------|---|
| 2 - 3 | 1. AUMA Member Notice - Ready for MGA Review? |
| 4 - 12 | 2. Coalspur Mines Update - December 19, 2012 |

REPORTS & MINUTES FOR INFORMATION

- | | |
|---------|---|
| 13 - 25 | 1. The Evergreens Foundation Minutes of Meetings:
- September 20, 2012
- September 21, 2012
- November 8, 2012 |
|---------|---|



**Town of Hinton
COUNCIL INFORMATION PACKAGE #2
(January 3, 2013)
In Advance of January 15, 2013 Regular Council Meeting**

Page

PRIORITY ITEMS

- | | |
|---|---|
| 2 | 1. AUMA Letter re 2009 Resolution re property tax assessment and overall equity |
|---|---|

CORRESPONDENCE & INFORMATION ITEMS

- | | |
|-------|--|
| 3 | 1. Review of the Conflicts of Interest Act |
| 4 - 5 | 2. GYPSD Board News |
| 6 - 8 | 3. GYPSD School News |

REPORTS & MINUTES FOR INFORMATION

- | | |
|--------|---|
| 9 - 16 | 1. DRAFT Minutes of Library Board meeting - December 19, 2012 |
|--------|---|



**Town of Hinton
COUNCIL INFORMATION PACKAGE # 3
(January 10, 2013)
In Advance of January 15, 2013 Regular Council Meeting**

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

- | | | |
|-------|----|--|
| 2 | 1. | Alberta Recycling re approval of Municipal Demonstration Grant |
| 3 - 4 | 2. | AB Municipal Affairs re 911 service changes update |
| 5 - 7 | 3. | Update re medevac services |
| 8 | 4. | FCM - Share the Gas Tax Fund Calculator |

REPORTS & MINUTES FOR INFORMATION

- | | | |
|---------|----|--|
| 9 - 26 | 1. | Cheque Register - October 1 to 31, 2012 |
| 27 - 38 | 2. | Cheque Register - November 1 to 30, 2012 |
| 39 - 41 | 3. | Development Permit Statistics - December 2012 and Year End Summary |
| 42 - 53 | 4. | Cheque Register December 1-31, 2012 |
| 54 - 65 | 5. | Council Action List - January 9, 2013 |
| 66 - 71 | 6. | Council 2012-2014 Municipal Strategic Plan - January 9, 2013 |