



**TOWN OF HINTON
Regular Council Meeting
July 16, 2013**

PRESENT: Mayor Ian Duncan, Councillors Bill Bulger, Jane Macridis, Dale Currie, Lorraine Johnston-Mackay
ABSENT: Deputy Mayor 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

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

ADOPTION OF AGENDA

Bernie Kreiner, Town Manager, advised council there was an additional item to add to the agenda as Action Item #8 "Purchasing Policy Authorities Request for Authorization". The report was circulated to council in an email earlier today and is attached to these minutes as Attachment #2.

B. BULGER – That the agenda of the Regular Council Meeting held July 16, 2013 be adopted as amended.

Carried

CITIZENS "MINUTE WITH COUNCIL"

No one came forward wishing to speak to Council.

DELEGATIONS AND PRESENTATIONS

1. 140 Sherwood Drive Application to Amend Bylaw - Presented by Curtis Colbourne

Mr. Colbourne expressed that he thinks in a public hearing he should have a chance for rebuttal when people speak in opposition and since that chance is not available to him, he decided to come tonight as a delegation. Mr. Colbourne asked council to re-evaluate the decision made at the Regular Council Meeting of June 4, 2013 respecting Mr. Colbourne's application re Land Use Bylaw Amendment #960-49. At that time the motion to give second reading to Land Use Bylaw Amendment 960-49 was defeated. He also asked council to reinstate this application.

I.DUNCAN – That Council refer the matter to Administration to obtain advice on procedure to address Mr. Colbourne's request at the next regular council meeting (August 20, 2013).

Carried


Initial

2. Hinton Mountain Bike Association - Presented by Mike Jodoin

Mike Jodoin approached council with two requests, being (1) additional funding through the Quality of Life Grant (\$4,712.50) towards new trail construction costs and (2) sponsorship signage installed at the park to acknowledge the sponsors that have donated to the mountain bike park. He indicated that several hundred volunteer hours have already been put into the trail work.

See Attachment #1 to these minutes for the delegation's revised letter to council, which was presented as a last-minute revision.

3. Innovista Real Estate Delegation - Presented by Brad Kopp

Local realtor Brad Kopp appeared as a delegation on behalf of his clients, the potential purchasers of Lot 7, Block 1, Plan 082 1008 (396 Fleming Drive, Hinton). Mr. Kopp explained to council that his client feels the property should be sold to his client at a price of \$250,000.00 for several reasons including: given the length of time this property has been on the market for sale, the property would generate tax dollars, will be additional business to the community, will contribute to the local economy by employing local contractors and staff. He indicated he feels the market value stated is incorrect and should not be considered. Mr. Kopp stated his client wanted council to be aware of the offer, as they are the ones who will make the decision, not administration.

COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes - June 18, 2013
2. Standing Committee of Council Minutes - June 25, 2013
3. Standing Committee of Council Minutes - July 9, 2013

L. JOHNSTON-MACKAY - That the Minutes listed above be approved as presented.

Carried

ACTION ITEMS

Refer to the Regular Council Meeting Agenda package for 16 Jul 2013 for detailed background information on these decisions.

1. Hinton Mountain Bike Association Sponsorship Signage

D. CURRIE - That Council approve the Sponsorship Signage Program as presented by the Hinton Mountain Bike Association for sponsored funding of features and amenities within the bike park and trail system.

Carried

J. MACRIDIS – That Council allocate an additional \$4700 from the 2013 Quality of Life budget to the Hinton Mountain Bike Association for the previously applied trail project.

Carried


Initial

D. Currie – That the grant funding advisory committee be directed to make the remaining funds available to approved groups if they have a budget challenge on their approved projects.

Carried

2. Innovista Real Estate Offer

D. CURRIE-That Council accept the report as information.

Carried

D. CURRIE-That Council direct Administration to continue negotiations with the potential purchaser's agent to reach a mutually acceptable price for 396 Fleming Drive (Plan 0821008, Block 1, Lot 7).

Carried

The mayor then called a short recess. The time was 8:24 pm and the meeting reconvened at 8:42 pm.

3. Council Remuneration Policy #052

J. MACRIDIS - That Council approve the following amendments to the Council Remuneration Review Committee's recommendations:

Page 1 – Eligible Fees

If, as a designated member of a committee or board, the member elects to take on additional administrative duties (such as participating in an organizing committee, administrative duties etc.), the member shall seek the consensus/approval of Council to do so in order to claim a meeting fee accordingly.

Carried

J. MACRIDIS - That Council approve the following amendments to the Council Remuneration Review Committee's recommendations:

Page 2 – Expenses

When the official representative (Mayor or designate) attends a banquet in their official capacity representing the Town, the cost of the member and the member's partner at the banquet will be paid for by the Town. The cost for an individual Councillor's attendance will be paid for by the Town with the Councillor paying for their spouse or guest's ticket.

Carried

J. MACRIDIS - That Council approve the following amendments to the Council Remuneration Review Committee's recommendations:

Page 3 – Last Paragraph

If Administration and the Councillor cannot agree on the interpretation of this policy, the matter will be referred to the Mayor for final decision. Where there is a concern relating to the Mayor, and Administration and the Mayor cannot agree on the interpretation, the matter will be referred to the Deputy Mayor for final decision.

Carried


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J. MACRIDIS - That Council approve the following amendments to the Council Remuneration Review Committee's recommendations:

Page 4 – Schedule "A" - Mandate

The CRRC will review the remuneration policy and determine appropriate honourariums, meeting fees, expenses and benefits for the Mayor and Councillors and provide recommendations in a final report to Town Council.

Carried

J. MACRIDIS - That Council approve the following amendments to the Council Remuneration Review Committee's recommendations:

Page 6 – Schedule "B"

Honourarium (Mayor) \$3,600

Carried

J. MACRIDIS – That all recommended policy changes to Policy 052 from CRRC be brought forward to council at the Standing Committee meeting immediately before the Regular Council meeting for formal presentation.

Carried

B. BULGER - That Council adopt the amendments to Council Remuneration Policy #052 including Schedule "A" and "B" effective November 1, 2013;

Carried

B. BULGER - That timesheets and expenses of individual council members be posted to the Town of Hinton website commencing November 1, 2013.

Carried

4. Policy #055 - FCM Council Attendance Policy

B. BULGER -That Council implement Option 2 c) and amend Policy #055 – FCM Council Attendance Policy accordingly;

Carried

B. BULGER - That the following be added to the FCM Council attendance policy:

"That, each mayor and council members attending a conference, submit a written report within 2 weeks of attending to be included in a Regular Council agenda package."

Carried

5. Meal Allowances in the Travel Expense and Corporate Credit Card Policy #070

J. MACRIDIS - That Council amend the meal allowance in Policy 070 for dinner to \$25 effective August 1, 2013.

Carried


Initial

6. Amendment to the 2013 Budget to Include Amortization Expenses

L. JOHNSON-MACKAY - That council approve a non-cash amendment to the 2013 operating budget of \$4,397,589 in order to recognize the capital assets amortization expenses.

Carried

J. MACRIDIS – That Council extend the time for the Regular Council meeting beyond 3 hours.

Carried

The time was 9:28 pm.

7. Allocation of Photo Radar Proceeds - Summer of 2013 Submissions

J. MACRIDIS - Council approves an increase of \$70,000 to the 2013 Capital Budget for the four (4) additional items recommended in this report, with funding from Photo Radar Proceeds.

Carried

J. MACRIDIS - To support the Hinton Kids for Success After School Program with Community Safety Initiative (“CSI”) funding in the estimated amount of \$14,500.

Carried

8. Purchasing Policy Authorities Request for Authorization

See Attachment #2 to these minutes for the action item report presented to Council.

B. BULGER - That Town Council authorize the Town Manager to exceed his normal purchasing policy authorities to award two contracts as follows:

- i. **Switzer Drive Road rehab – from Intersection of Hwy. 16 to Old Hospital Entrance** to a maximum not to exceed \$250,000.00;
- ii. **Switzer Drive Phase IV – Sanitary Rehabilitation from Drinnan Way to Joblin Street** to a maximum not to exceed \$500,000.00.

Carried

INFORMATION ITEMS

1. Council Information Package #1 - previously circulated June 19, 2013
2. Council Information Package #2 - previously circulated June 26, 2013
3. Council Information Package #3 - previously circulated July 3, 2013
4. Council Information Package #4 - previously circulated July 10, 2013

D. CURRIE - That the Council Information Packages listed above be accepted for information.

Carried


Initial

REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER

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

Councillor Bill Bulger reported:

- Wild Mountain Music Festival this weekend; be sure to attend;
- Summer youth music program being offered in Hinton again this year; Pirates of Penzance on July 26 and 27, tickets on sale at the library.

Councillor Lorraine Johnston-MacKay reported:

- June 24 went to Chamber Commerce meeting; Town staff member Rhonda West presented requirements for running for council re upcoming municipal elections
- July 4 participated in cooperative housing information session
- Community Futures West Yellowhead review committee has been approving loans in our region;
- July 2 as Chairperson of Community Futures West Yellowhead she did a presentation to the local employment office as to what Community Futures West Yellowhead offers to our region; will be going to Edson to do same presentation in early fall.
- Saturday, July 20 is a busy day as there is the music festival; Kick It To The Curb event and Switzer Park holding Parks Days at Kelly's Bathtub; Athabasca River Voyageur Canoe Brigade will be presenting a session.

Councillor Jane Macridis reported:

- Also attended the cooperative housing session; thanks to administration for organizing it; suggested the public contact Kimberley Worthington for any enquiries on affordable housing and cooperative housing options;
- Joined a group of citizens in a walk along the Athabasca River, these citizens are interested in developing a riverside park; if anyone is interested in getting involved, contact Wendy Lesser for information;
- West Regional Landfill Authority met and are moving forward in bringing Jasper into the authority as full partner; Memorandum of Agreement will be coming sometime in August to council for ratification;
- Explained to the public the Kick It To The Curb event happening on Saturday; reminder to remove your left over items once event is finished;
- Good meeting today with Yellowhead County inter-municipal committee.

Mayor Ian Duncan reported:

- Chaired his last inter-municipal meeting this afternoon, various topics discussed
- Working with regional counterparts and the province re AB Newsprint Company challenges re detailed forest management plan ; impacts all forestry including West Fraser.

2. Town Manager Report

Town Manager Bernie Kreiner reported:

- Boil water order still in effect in Hillcrest Mobile home area; by end of week should be changed;
- Reminds public of the Town's Notify Me signup for disasters; this is a credible way to find out if there is an emergency in our area and what you are asked to do;


Initial

- Baker street proposals received did not meet all criteria so working with individuals to put something together to meet objectives;
- AUMA asked him to present at the upcoming conference on the long-term capital plan;
- CTV and NBC had some favourable Hinton media coverage recently.

3. Land Development Updates - Presented by Jean Anne Fraser

Jean Anne Fraser, Director of Planning & Technical Services, gave council a brief update on each of the subdivisions in Hinton currently being developed or worked on.

Mayor Duncan also thanked Emily Olsen, Communications Coordinator, for the new In Focus pamphlet; well done, well received in the community, contains factual information.

MOVE IN CAMERA

J. MACRIDIS - That the Regular Council meeting move in camera.

Carried

The time was 10:31p.m. A short recess was called and the meeting reconvened at 10:46 pm.

J. MACRIDIS - That the Regular Council meeting revert to regular session.

Carried

The time was 11:09 p.m.

ADJOURNMENT

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

The time was 11:10 p.m.

Carried

Mayor

Director of Corporate Services

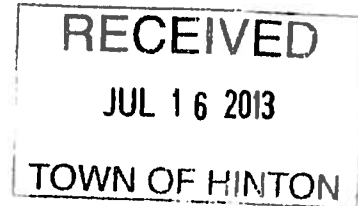

Initial

REVISED

Attachment # 1

Hinton Mountain Bike Association

"BIKE THE HUB"



Town of Hinton

Mayor and Council

RE: 2013 Bike Park and Trail System Enhancements

The HMBA have been actively working towards enhancing the features and amenities within the Bike Park and Trail System. Two projects are proposed, and underway, this season for construction, the "Pump Track" and the "Flow" Trail.

Due to some of the terrain and design challenges of these new facilities, this has had an impact on the overall budgets costs for these projects. As such, the HMBA is looking for opportunities to meet the requirement for additional funding to ensure the completion of these projects in a timely and of quality manner.

The Town of Hinton has kindly provided \$5,000 for the "Flow" Trail from the *Quality of Life Grant* and the MHBA Board members have been engaging businesses within the community to sponsor the "Pump Track".

The HMBA has two requests of Council for their consideration.

1. Quality of Life Grant

The HMBA is the recipient of \$5,000 for trail development for the Q of L Grant. As noted above, the construction costs for the trail have increased and we are now challenged to meet this budget amount. It is our understanding that some funds from the Q of L that were allocated for this year will not be fully utilized. The HMBA asks of Council that consideration be given to providing a greater grant amount, an additional \$4,712.50 to the HMBA in order to complete the trail as originally planned. (A revised budget has been provided to the Program Coordinator for the Q of L Grant in support of our previous application and this request.)

2. Sponsorship Signage

To better acknowledge and recognize the *Sponsors* of various features and amenities within the Bike Park and Trail System, the HMBA asks of Council that consideration be given to allow signage to be installed that identifies the feature or amenity and who sponsored funding for the project. The proposed sign would be located near the feature/amenity and would be designed in consideration of the *Signage Standards Manual*. (The HMBA has been in discussions with Planning & Development regarding the signage and signage design and have provided their approval subject to Council's consent.) The proposed signs would be indicative of the funding amount, two sizes for two sponsorship categories – up to \$9,999 and \$10,000 and up. (There would continue to be a "Sponsorship Board" that recognizes all donations/sponsors towards the

park and trails. This is currently located upon the sea can at the main parking lot of the bike park.)

The HMBA will continue to diligently search for and seek funding opportunities in partnerships and synergies in support of advancing and marketing "bike culture" for Hinton and area – *"Bike the Hub"*. We are looking into other programs such as the *Advertising Bench Program*, sponsorships from regional businesses and other Biking Associations and Events, hosting special events and courses/training, and the TransCanada Trail Network.

Thank you to the Town of Hinton Council and the community for your continued support and enthusiasm as we strive towards establishing Hinton as a Mountain Bike Mecca!!

Regards,

Mike Jodoin,

Vice-President,

Hinton Mountain Bike Association

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Provide details regarding expenditures for your project/activity:

(Based on \$45/hour - \$10/m for build - \$5/m for rehab)

Labour-\$12 900

Machine (Cat 301)-\$1 500

Fuel-\$300

Mobilization-\$1 000

Per Diem-\$750

Accommodations-\$1 300

Lumber-\$750

Sub-total-\$18 500.00

GST-\$925

Total-\$19 425

Materials

-HMBA will supply all rough cut lumber for bridge work or culverts/drain pipe.

Proposed method of funding for project/activity:

Quality of Life Grant Requested	\$9,712.50
Donated Labour and Services	\$6,962.50
Donated Material and Equipment	\$2,750
Cash	\$0
Other Grant Funding*	\$0
Total Project/Activity Funding (Note: this figure should be the sum of the above figures and be equal to the total project cost)	\$19,475

Lil Wallace

From: Bernie Kreiner
Sent: July-16-13 2:09 PM
To: Council 2010-2013
Cc: Wendy Lesser; Rhonda West; Lil Wallace
Subject: LATE ITEM FOR REGULAR COUNCIL- THIS EVENING. topic. Tender and RFQ - Request for Council to Authorize BK to award successful bidders with maximum upset cost

Recommendation: That Town Council authorize the Town Manager to exceed his normal purchasing policy authorities ## to award two contracts as follows:

- i. **Switzer Drive Road rehab – from Intersection of Hwy. 16 to Old Hospital Entrance** to a maximum upset not to exceed \$250,000.00
- ii. **Switzer Drive Phase IV – Sanitary Rehabilitation from Drinnan Way to Joblin Street** to a maximum upset not to exceed \$500,000.00

##Explanatory note—Town manager normal authority is contract awarding approval and financial authority levels of max \$200,000.

Backgrounder:

There are currently two projects that are out for tender/request for quote. They are as follows:

Switzer Drive Road rehab – from Intersection of Hwy. 16 to Old Hospital Entrance. The closing date is July 24, 2013. This project is for the purpose of rehabilitating the road surface (asphalt overlay, adjust manhole covers and valves within the road surface and to ensure that storm drainage is maintained). The upset cost for this project is estimated not to exceed \$250,000.00.

Switzer Drive Phase IV – Sanitary Rehabilitation from Drinnan Way to Joblin Street. The closing date is July 24, 2013. This project is to upgrade the existing sanitary line. New technology known as “trenchless” pipe installation is one method of replacing aged or upgrading existing sanitary infrastructure. The technology does not require the existing line to be open cut and exposed; thus allowing us to minimize the interruption to traffic on the existing road surface during the construction. The upset cost for this project is estimated not to exceed \$500,000.00.

Administration Comments:

The construction season and opportunity to start and complete these projects within 2013 requires construction crews to be awarded the project with the opportunity to mobilize to site in the first week of August, 2013. The release of the tender/request for quote and the closing date unfortunately does not align to scheduled Council meetings that support the start-up of projects in early August, 2013. Allowing the Town Manager to have authorization to award a successful components within the identified maximum upset (identified above) will allow Administration to move forward with the necessary rehabilitation of these two projects in a way that comfortably assures their completion in the 2013 construction season. This is consistent with the Switzer Phase IV option approved at the council meeting of June 18th; the Switzer Drive road work tender for phase IV from Drinnan Way to Joblin Street will be coming back to council later for 2014 construction.

Bernie Kreiner
Town Manager
Town of Hinton | Gateway to the Rockies

