



## **TOWN OF HINTON BYLAW NO. 1158-2**

### **BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA TO AMEND THE *BEAVER BOARDWALK COMMUNITY OVERSIGHT COMMITTEE BYLAW NO. 1158***

**WHEREAS**, pursuant to subsection 145 of the *Municipal Government Act* a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies, and amend those bylaws as Council deems necessary from time to time;

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

**AND WHEREAS** Council on June 6, 2021, enacted the *Beaver Boardwalk Community Oversight Committee Bylaw No. 1158*;

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

#### **1. SHORT TITLE**

- 1.1 This Bylaw may be referred to as the *Beaver Boardwalk Community Oversight Committee Bylaw Amending Bylaw No. 2*.

#### **2. PURPOSE & APPLICATION**

- 2.1 Appendix "A," Appendix "B," and Appendix "C," of *Bylaw No. 1158* are removed in their entirety and replaced with a new Appendix "A," Appendix "B," and Appendix "C," as attached to and forming part of this Bylaw.
- 2.2 Appendix "D" of *Bylaw No. 1158* is removed in its entirety and not replaced.
- 2.3 All other sections of *Bylaw No. 1158* remain in full force and effect.

#### **3. RELATED DOCUMENTS**

- 3.1 The *Beaver Boardwalk Community Oversight Committee Bylaw No. 1158*.

#### **7. ATTACHMENTS**

- 7.1 Appendix A Terms of Reference
- 7.2 Appendix B Oversight Area Map
- 7.3 Appendix C Council 2022 Deliverables Guideline

## 8. 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 2<sup>ND</sup> DAY OF APRIL 2024.

READ A SECOND TIME THIS 2<sup>ND</sup> DAY OF APRIL 2024.

READ A THIRD TIME THIS 2<sup>ND</sup> DAY OF APRIL 2024.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer

**APPENDIX "A"**  
**BEAVER BOARDWALK COMMUNITY OVERSIGHT COMMITTEE**  
**TERMS OF REFERENCE**

**1. PURPOSE**

- 1.1. The Beaver Boardwalk Community Oversight Committee (BBOC) is established to enhance communication between Administration and the community, consider the varying needs and perspectives of Hinton residents, and ensure that the Beaver Boardwalk Vision is maintained as outlined in Section 1.2 below, transcending Council and Administrative personnel changes.
- 1.2. The Beaver Boardwalk represents the heart of Hinton's natural heritage, bridging the gap between urban and wild land by safely bringing citizens and visitors into the unique Maxwell Lake wetland. By presenting an educational and recreational experience, the ecological integrity is preserved for present and future generations.

**2. SCOPE**

- 2.1. The scope of the Committee's Oversight area is the natural and built environment within the Maxwell Lake wetland as outlined in Appendix "B".

**3. OBJECTIVES**

- 3.1. To foster environmental stewardship of the valuable wetland area and to ensure boardwalk safety and sustainability, Town Council, Administration, and the BBOC will work collectively to ensure input from all demographics is meaningfully represented when planning for future programs, maintenance, and capital projects related to the Boardwalk.
- 3.2. Town Council will refer relevant items to BBOC for comment before deciding.
- 3.3. BBOC annual deliverables include:
  - 3.3.1. Receive one presentation from Administration regarding proposed capital projects for the Beaver Boardwalk Area in advance of Administrative capital budget preparations.
  - 3.3.2. Receive two presentations from Administration regarding operational maintenance plans:
    - 3.3.2.1. One in advance of fall budget presentations to Council; and
    - 3.3.2.2. One in February prior to the commencement of seasonal maintenance activities.
  - 3.3.3. Work collaboratively with Administration to review and update the five-year capital plan for the Boardwalk to realize the recommendations set forth by the Beaver Boardwalk Committee and endorsed by Council.
  - 3.3.4. Assist Administration in conducting engagement activities related to the

- 3.3.5. five-year capital plan for the Boardwalk.
- 3.3.6. Collaborate with Administration regarding the design and implementation or construction methods applied to achieve any approved capital projects.
- 3.3.7. Assist Administration in conducting engagement activities with the public and identified stakeholders related to proposed programming, construction methods, and design features of proposed projects.
- 3.3.8. Use community connections, assist in researching, and acquiring grant funds to support maintenance or capital works related to the Boardwalk.
- 3.4. BBOC shall ensure that construction and programming recommendations for the Beaver Boardwalk and Maxwell Lake area align with the parameters set by Council as outlined in Appendix "C."

#### **4. COMPOSITION AND TERM**

- 4.1. The Committee voting Membership will include:
  - 4.1.1. One (1) Town of Hinton Council representative and one Alternate;
  - 4.1.2. Seven (7) community members, specifically:
    - 4.1.2.1. Five (5) Residents at Large;
    - 4.1.2.2. One (1) Youth Representative; and
    - 4.1.2.3. One (1) Indigenous Representative.
- 4.2. If one or more of the above Representative roles is not filled, the Committee may continue to conduct its business and will seek to fill the position via ongoing advertisement.
- 4.3. Each Member is appointed for a two-year term.
- 4.4. Any Member absent from two (2) consecutive Committee meetings shall cease to be a Member of the Committee unless there is a resolution of the Committee accepting a valid reason for his or her absences.
- 4.5. The CAO will delegate non-voting personnel to the Committee as needed, including:
  - 4.5.1. Technical advisory staff; and
  - 4.5.2. Administrative support staff.

#### **5. APPLICATION PROCESS**

- 5.1. Applicants may apply for multiple representative or resident roles.

- 5.2. Applicants may hold only one Representative or Resident position.
- 5.3. Applicants must complete the Boards and Committees Application Form and indicate the role(s) they wish to fill.
- 5.4. Applicants must indicate on the Boards and Committees Application Form how they conform to the Representative position(s) for which they are applying.
- 5.5. Town Council will appoint up to seven (7) public Members to the BBOC on a bi-annual basis or as required.

## **6. ROLES & RESPONSIBILITIES**

- 6.1. The role of Committee Chairperson will be held by the appointed Council Member (or Alternate, or a designate in the absence of both).
- 6.2. BBOC Members are expected to:
  - 6.2.1. Elect a Minute Recorder;
  - 6.2.2. Act as an ambassador for Hinton;
  - 6.2.3. Meet outside of the BBOC meetings to advise on or participate in special ad-hoc projects or attend Council meetings;
  - 6.2.4. Act as a liaison with between community and municipal authorities;
  - 6.2.5. Promote community engagement activities related to the Boardwalk and;
  - 6.2.6. Conduct themselves in accordance with the *Council Procedure Bylaw*.
- 6.3. Town Council representatives are expected to:
  - 6.3.1. Attend BBOC meetings, and ensure an alternate Council Member attends when the Council representative is not able to do so;
  - 6.3.2. Encourage decisions of BBOC that are consistent with the Town's goals; and
  - 6.3.3. Report activities of BBOC to Council.
- 6.4. Town Administration is expected to:
  - 6.4.1. Manage the application process and facilitate appointments to the BBOC,
  - 6.4.2. Provide administrative and technical support to BBOC; and
  - 6.4.3. Provide information as prescribed in Section 3.3.

## **7. MEETINGS**

- 7.1. BBOC is expected to hold monthly meetings, however, additional meetings are allowable based on Committee workload.

- 7.2. Frequency and dates of meetings can be determined on an ongoing basis as required.
- 7.3. BBOC Members will make every reasonable effort to attend all meetings.
- 7.4. If a Member must be absent from a meeting, it is the responsibility of the Member to notify Town Administration and the Chair of their absence.
- 7.5. Meetings will be held at the Government Centre unless otherwise scheduled, with an option available for virtual attendance.
- 7.6. Meetings will be no longer than two hours (excluding any meetings and gatherings arranged outside of the regular meeting schedule) unless a motion to extend the meeting is passed.

## **8. BUDGET**

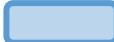
- 8.1. No budget will be allocated to this Committee.
- 8.2. All costs associated with BBOC deliverables will be allocated to the appropriate Department, Service Branch, or Service Area as approved by Administration.

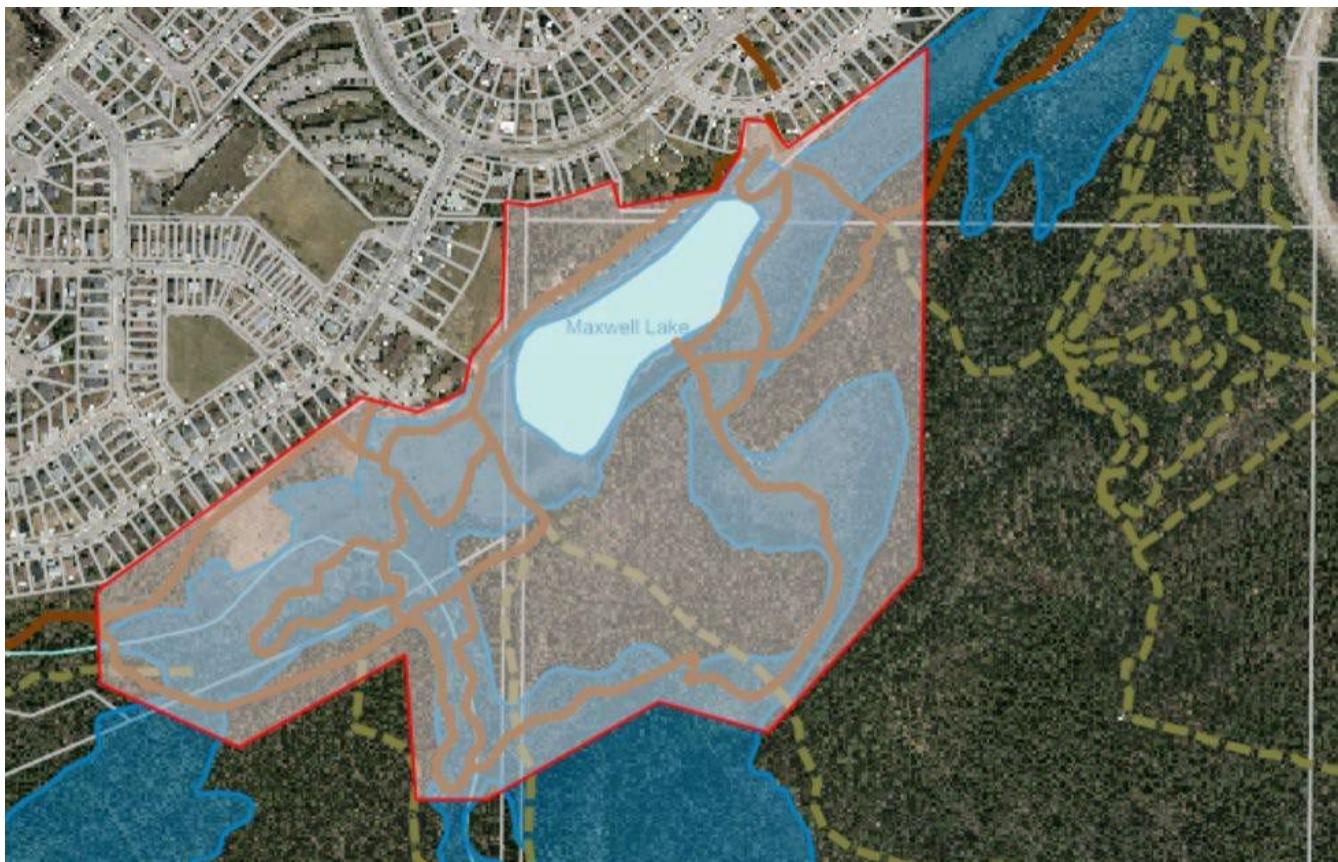
## **9. DEFINITIONS**

- 9.1. See Policy #1106 *Town Policies, Procedures, and Directives Policy* for a list of defined terms.
- 9.2. In addition to the terms defined in Policy #1106 *Town Policies, Procedures, and Directives Policy*, Section 9.3 – 9.9 below add further definitions for this Committee's Terms of Reference.
  - 9.2.1. **Town of Hinton Resident at Large:** A Town of Hinton resident.
  - 9.2.2. **Youth Representative:** A Town of Hinton resident who is in at least Grade 10 and who is under 18 years of age at the time of their application.
  - 9.2.3. **Indigenous Representative:** A Town of Hinton or Yellowhead County resident who identifies as Indigenous or Metis.

**APPENDIX "B"**  
**BEAVER BOARDWALK COMMUNITY OVERSIGHT COMMITTEE**  
**TERMS OF REFERENCE**

This map provides further clarity to Section 2 of the BBOC Terms of Reference.

MAP LEGEND		
Red outline with shading		BBOC oversees area within the red outline that is shaded.
Blue outline with dark blue shading		Shows delineated wetland both inside and outside the BBOC Scope.
Brown lines		Combination of gravel (multi-use) and boardwalk Town trails.
Green dashed line		NOT within BBOC Scope as these are HMBA and FRMA maintained trails.



**APPENDIX "C"**  
**BEAVER BOARDWALK COMMUNITY OVERSIGHT COMMITTEE**  
**TERMS OF REFERENCE**

Below is a chart demonstrating deliverables/guidelines for construction and programming at the Beaver Boardwalk within the Maxwell Lake area as approved by Council.

	<b>Council Approved BBOC Deliverables (2021)</b>	<b>Council Approved BBOC Deliverable Amendments (August 16, 2022)</b>
1	Establish an oversight committee for the ongoing rehabilitation and sustainability of the Boardwalk. The composition of the committee will be determined through the establishment of the Terms of Reference. The committee must include representation from community stakeholder groups.  <b>Note:</b> Please see Attachment 2 for a list of previously identified stakeholder groups.	No Change.
2	The Boardwalk Service Level and maintenance plans for 2022 and beyond will be determined by Administration with input from the established oversight committee and will be approved by Council.	No Change.
3	Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that revaluation of this amount shall occur on an ongoing basis.	No Change.
4	That maintenance plans include funding to update, increase, and or/replace educational signage.	“That wayfinding signage be included in the FRIAA funding application”.
5	That replacement of large sections and other projects beyond the scope of maintenance be funded through a combination of reserve and grant funding.	“That Council establish a Beaver Boardwalk Maintenance Reserve”.
6	To ensure the widening (to a minimum of 1.8m) of the boardwalk at points of interest and on heavily used arterial sections of the Boardwalk.	“That Council approve redesign of section C to lower the decking, and widen to 1.5m”.  “That Council direct Administration to maintain the Boardwalk width at 1.2m unless otherwise specified by BBOC and approved by Council”.  “That Council approve redesign of sections W, X, BB, and T to 1.5m”.

7	To use helical piles in the wetland area when replacing sections of Boardwalk where remediation of the current structure is no longer possible, or as planned within the annual maintenance plan. Alternative footing choices may be used in the upland area.	“That Council direct Administration to consider using galvanized steel piles in future boardwalk designs”
8	To reduce the need for railings, Boardwalk structures should remain below 3 feet in height where possible. Railings will be used in areas as required by building code and where reasonably practicable to protect public safety and/or to reduce liability.	No Change.
9	That replacement decking be pressure-treated softwood.	No Change.
10	That the site be marketed in alignment with the vision statement.	No Change.
11	To minimize the impact to aquatic wildlife, water-based programming will be discouraged. Ice activities will continue to be encouraged.	No Change.
12	<del>That Council direct Administration to bring a report to a Standing Committee meeting with options for the removal of duplicated boardwalk and trail sections and with input from the oversight committee once established.</del>	“That Council remove item #12 from the BEBO recommendations list”
13	That Council approve the 2021 MSP-funded workplan.	No Changes.
14	That Council dissolve the current Beaver Boardwalk Committee subsequent to a handover meeting with the new committee.	No Changes.

Additional BBOC Recommendations:

- A. “That Council direct Administration to include two benches along Boardwalk section AA when the section is repaired”.
- B. “That Council direct Administration to formalize the construction standards achieved by Fineline Services during the 2022 boardwalk reconstruction be codified into written specifications held by the Town of Hinton for Boardwalk replacement projects”.
- C. “That Council direct Administration to consult with landowners on Mountain Street and Reimer access points to collect information to build a business case for potential mobility impaired and stroller access”.
- D. “That Council direct Administration to determine the viability of emergency and maintenance vehicle access via Robb Road and the Trans Mountain pipeline.