



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

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

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

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

1.0 SHORT TITLE

1.1 This Bylaw is to be referred to as the "Beaver Boardwalk Community Oversight Committee Bylaw No. 1158."

2.0 TERMS OF REFERENCE

2.1 This Committee is hereby established as per the Terms of Reference attached as Appendix "A".

3.0 RELATED DOCUMENTS

3.1 Council Committees Bylaw #1070-3

3.2 Council Code of Conduct Bylaw #1124

4.0 ENACTMENT

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

READ a First time this 6th day of July 2021.

READ a Second time this 6th day of July 2021.

READ a Third time this 6th day of July 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

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

1.0 PURPOSE

- 1.1** The Beaver Boardwalk Community Oversight Committee (BBOC) is established to enhance communication between Administration and the community, considering the varying needs and perspectives of Hinton residents, with the purpose of ensuring that the Beaver Boardwalk Vision is maintained, transcending Council and Administrative staffing changes.
- 1.2** The BBOC will uphold the Beaver Boardwalk Vision Statement as follows: "The Beaver Boardwalk is a beloved community asset that balances a fiscally responsible, safe, outdoor recreational and educational experience with minimal impact to the natural environment".

2.0 OBJECTIVES

- 2.1** To ensure Boardwalk safety, sustainability, and to foster environmental stewardship of the valuable wetland area, Town Council, Administration, and the BBOC will work collectively to ensure that input from all demographics is meaningfully represented when planning for future programming, maintenance, and capital projects related to the Boardwalk.
- 2.2** Town Council will refer relevant items to BBOC for comment before deciding.
- 2.3 BBOC annual deliverables include:**
- 2.3.1 Receive one presentation from Administration regarding annual operational maintenance plans in February of each year in advance of the commencement of spring/summer maintenance activities,
- 2.3.2 Work collaboratively with Administration to create and review a 5-year capital plan for the Boardwalk that upholds the recommendations set forth by the Beaver Boardwalk Committee and endorsed by Council,
- 2.3.3 Assist Administration in conducting engagement activities related to the 5-year capital plan for the Boardwalk,
- 2.3.4 Receive one presentation regarding proposed capital projects for the area in advance of Administrative capital budget preparations annually,
- 2.3.5 Collaborate with Administration regarding the design and implementation or construction methods applied to achieve any approved capital projects,
- 2.3.6 Assist Administration in conducting engagement activities related to proposed programming, construction methods, and design features of proposed projects; and

2.3.7 Using community connections, assist in researching and acquiring grant funds to support maintenance or capital works related to the Boardwalk.

3.0 COMPOSITION

3.1 The Committee will include:

3.1.1 One Town of Hinton Council representative and one alternate,

3.1.2 The Arena Parks Supervisor,

3.1.3 One Administrative Town of Hinton Support Staff; and

3.1.4 Nine community members representing the following stakeholder groups:

- a) Maxwell Lake Area Resident (two members) – See Appendix B
- b) Town of Hinton Resident at large (two member) – See Appendix B
- c) Educational Representative (one member)
- d) Recreation and Tourism Representative (one member)
- e) Environment Representative (one member)
- f) Youth Representative (one member)
- g) Indigenous Representative (one member)

3.2 If one or more of the above representative roles is not filled, the BBOC may continue to conduct its business and will seek to fill the position via Council appointment as soon as possible.

3.3 Each BBOC Member must be appointed for a two-year term.

4.0 APPLICATION PROCESS

4.1 Applicants may apply for multiple representative or resident roles.

4.2 Applicants may only hold one representative or resident role.

4.3 Applicants must complete the Boards and Committees Application Form and indicate which representative role(s) they wish to fill.

4.4 Applicants must indicate on the Boards and Committees Application Form how they conform to the representative position(s) for which they are applying.

4.5 Town Council will appoint the seven public Members of BBOC on a bi-annual basis or as required.

5.0 ROLES & RESPONSIBILITIES

5.1 BBOC Members are expected to:

5.1.1 Elect a Chair and Minute Recorder;

- 5.1.2 Act as an ambassador for Hinton;
- 5.1.3 Participate in ad-hoc special projects;
- 5.1.4 Meet outside of the BBOC meetings to advise on or participate in projects or attend Hinton Town Council meetings;
- 5.1.5 Act as a liaison with between community and municipal authorities;
- 5.1.6 Promote community engagement activities related to the Boardwalk and;
- 5.1.7 Conduct themselves in accordance with the Council Procedure Bylaw.

5.2 Town Council representatives are expected to:

- 5.2.1 Attend BBOC meetings, and ensure an alternate Council Member attends when the Council representative is not able to do so;
- 5.2.2 Encourage decisions of BBOC that are consistent with the Town's goals; and
- 5.2.3 Report actions of BBOC to Town Council.

5.3 Town Administration is expected to:

- 5.3.1 Manage and facilitate the application process for BBOC membership,
- 5.3.2 Provide administrative support to BBOC; and
- 5.3.3 Provide information as prescribed in Section 2.3.

6.0 MEETINGS

- 6.1 BBOC is expected to hold quarterly meetings, however, additional meetings are allowable based on Committee workload.
- 6.2 Frequency and dates of meetings can be determined on an ongoing basis as required.
- 6.3 BBOC Members will make every reasonable effort to attend all meetings.
 - 6.3.1 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.
- 6.4 Meetings will be held at the Government Centre unless otherwise scheduled.
- 6.5 Meetings will be no longer than two hours (excluding any meetings and gatherings arranged outside of the regular meeting schedule).

7.0 BUDGET

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

8.0 DEFINITIONS

- 8.1 See Policy #1106 - Town Policies, Procedures, and Directives Policy for a list of defined terms.
- 8.2 In addition to the terms defined in Policy #1106 - Town Policies, Procedures, and Directives Policy, Section 8.3 – 8.10 below add further definitions for this Committee's Terms of Reference.
- 8.3 **Boardwalk:** Natural and built environment within the Maxwell Lake area as outlined in Appendix C.
- 8.4 **Education Representative:** A Town of Hinton resident who holds one or more of the following qualities, characteristics, or qualifications:
 - 8.4.1 Teacher or Teacher's Aide;
 - 8.4.2 Mental Health Professional;
 - 8.4.3 Medical Health Professional;
 - 8.4.4 Early Childhood Educator; and/or
 - 8.4.5 Library Board Member
 - 8.4.6 Historical Society Member/Participant.
- 8.5 **Environment Representative:** A Town of Hinton resident who holds one or more of the following qualities, characteristics, or qualifications:
 - 8.5.1 Environmental Professional (example: biologist, hydrologist, forestry).
- 8.6 **Maxwell Lake Area Resident:** A Town of Hinton resident who resides on one of the following Maxwell Lake neighborhood streets (see map in Appendix B):
 - 8.6.1 Upper Collinge Road (from Mountain Street to Rispler);
 - 8.6.2 Reimer Drive;
 - 8.6.3 Carriage Lane;

- 8.6.4 Sutherland Avenue (to Rispler Way);
- 8.6.5 Mountain Street (from upper Reimer to lower Collinge); and
- 8.6.6 Seabolt Crescent
- 8.6.7 Seabolt Drive

8.7 Recreation & Tourism Representative: A Town of Hinton resident who holds one or more of the following qualities, characteristics, or qualifications:

- 8.7.1 HMBA Member/Participant;
- 8.7.2 Fitness Instructor or Trainer;
- 8.7.3 Owner or Operator of a tourism-based business; and/or
- 8.7.4 Member of the Hinton Chamber of Commerce.

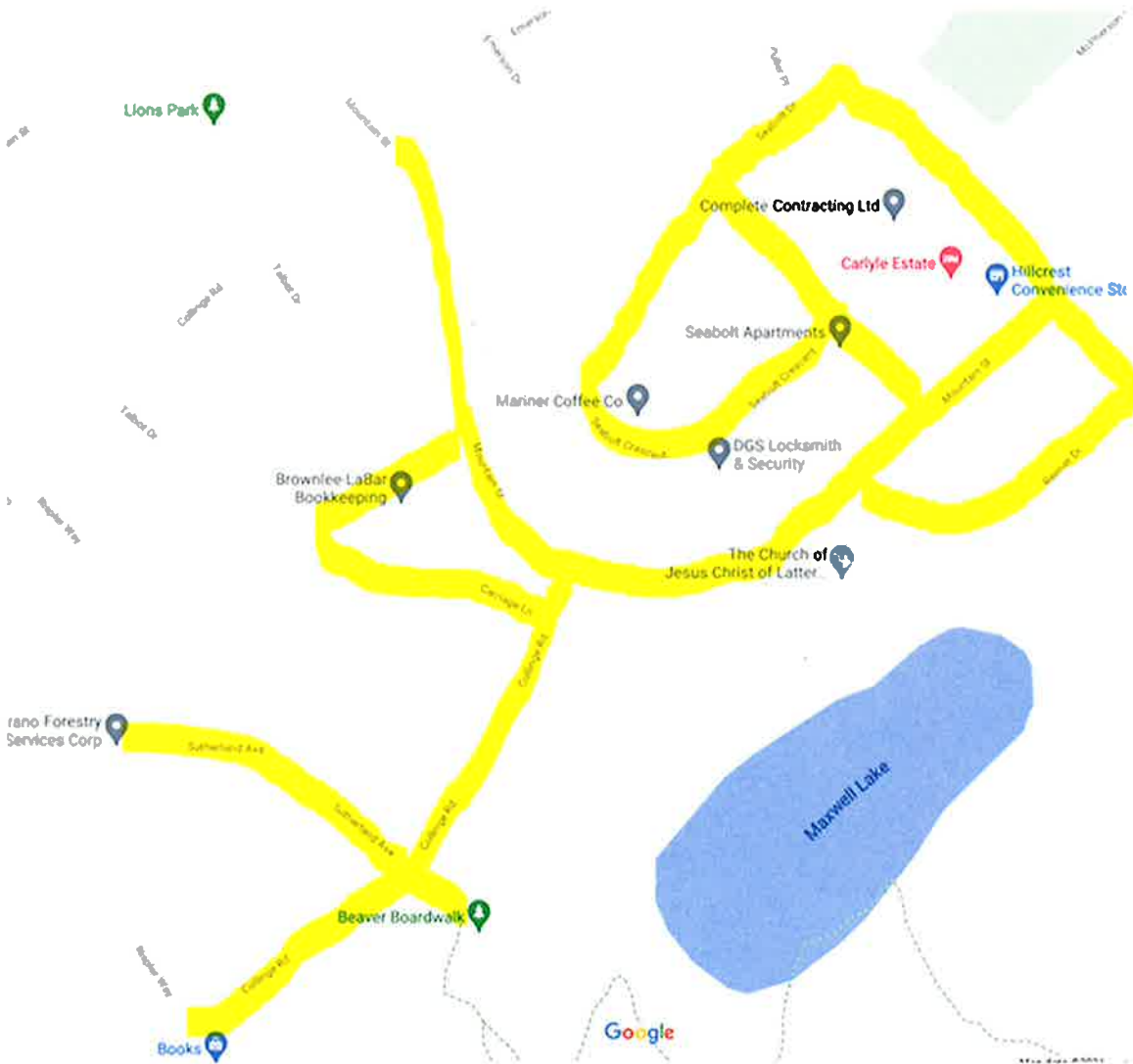
8.8 Town of Hinton Resident at Large: A Town of Hinton resident who resides in any other location in Hinton that is not prescribed in Section 8.6.

8.9 Youth Representative: A Town of Hinton resident who is under 18 years of age at the time of their application to the BBOC.

8.10 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 3.1.4(a) and Section 8.6 of the BBOC Terms of Reference.



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

This legend provides further clarity to Section 8.3 BBOC Terms of Reference.

-  Faded area within yellow outline = BBOC oversight area.
-  Gravel (multi use) & Boardwalk Town trails.
-  Town of Hinton Rec Lease (Crown Land).
-  Blue shading = delineated Wetland.
-  NOT within the scope of BBOC. Mountain Bike/Hiking trails. Maintained by HMRA & FRMA.

