



BYLAW #1138
OF THE TOWN OF HINTON
(hereinafter referred to as "Municipality")
IN THE PROVINCE OF ALBERTA
A BYLAW TO ESTABLISH THE BEAVER BOARDWALK 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 Committee Bylaw".

2.0 TERMS OF REFERENCE

2.1 This Committee is hereby established as per the Terms of Reference attached as Appendix 1.

2.2 The Terms of Reference are a standalone document and may be updated as required through Council motion without the need for amendments to this Bylaw.

3.0 ENACTMENT

3.1 This Bylaw will come into force upon third reading.

READ a First time this 9 day of July 2019.

READ a Second time this 9 day of July 2019.

READ a Third time this 9 day of July 2019.



Mayor



Director of Corporate Services



APPENDIX 1.

BEAVER BOARDWALK COMMITTEE TERMS OF REFERENCE
JULY 9, 2019

1.0 PURPOSE

1.1 The purpose of the Beaver Boardwalk Committee (BeBo Committee) is to gather, study and discuss all relevant information regarding the Beaver Boardwalk condition and rehabilitation project in order to provide Council recommendations.

2.0 OBJECTIVE

2.1 To facilitate Council in making informed and transparent decisions regarding the Beaver Boardwalk's future.

3.0 DELIVERABLES

3.1 The BeBo Committee is expected to:

3.1.1 Formulate a vision regarding the Beaver Boardwalk (BBW) and present this vision to Council for discussion and adoption prior to the BeBo Committee's third meeting;

3.1.2 Utilize, and if deemed, seek additional, Stakeholder's and matter experts' input;

3.1.3 Formulate recommendations for approval by Council regarding:

A. Service level related tot the BBW;

B. Maintenance of the current BBW;

C. Rehabilitation;

D. Financial and budgetary impact; and

E. Other recommendations as deemed applicable by the BeBo Committee or Council.

3.1.4 Present to Standing Committee of Council at least two (2) times in 2019

3.2 The BeBo Committee may conduct Public Engagement Sessions permitting budget allocations.

3.3 Council may request that the BeBo Committee prepares additional reports as required (see 8.1).

4.0 COMPOSITION

4.1 The BeBo Committee is to be comprised of up to six (6) members, including:

4.1.1 Two (2) appointed Town of Hinton Council representatives;

4.1.2 The Mayor; and

4.1.3 Three (3) Town of Hinton Administration representatives.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-4.

5.0 MEMBERSHIP DUTIES

5.1 Members must engage with Stakeholders of the community at-large as a BeBo Committee representative.

5.2 Members will be responsible for:

5.2.1 Obtaining, considering and presenting Stakeholders' input where applicable;

5.2.2 Incorporating all legislative laws, codes and other applicable best practices in the reports and recommendations;

5.2.3 Attending all scheduled meetings or in case of absence notifying the BeBo Committee.

6.0 MEETINGS

6.1 The BeBo Committee is expected to hold monthly meetings.

6.2 Meetings are expected to not exceed 2 hours in length.

7.0 CONDUCT

7.1 The BeBo Committee Members must adhere to the Council Code of Conduct Bylaw #1124.

8.0 REPORTING

8.1 The BeBo Committee is expected to report at least twice to the Standing Committee of Council as follows:

8.1.1 Once to present a recommended vision and progress report before their third meeting; and

8.1.2 Once in November to present a final report with recommendations for approval.

8.2 The BeBo Committee may present additional reports to Council as they deem necessary.

9.0 RESOURCES

9.1 Council members will receive remuneration as per set policy.

9.2 All expenses, except mentioned in 9.1, up to a maximum of \$3,000.00 will be paid out of the 2019 carry forward funds from the Beaver Boardwalk Concept Design and Feasibility Report.

10.0 DEFINITIONS

10.1 **Public Engagement Session:** events such as coffee sessions or polls designed to obtain input and/or feedback.

10.2 **Stakeholders:** residents, businesses, and organizations that are affected by the decisions of Hinton's Town Council.

10.3 **Vision:** a high-level statement that clearly communicates the direction and expectation of Council.

11.0 REFERENCES

11.1 Council Committees Bylaw #1070-4.

11.2 Council Code of Conduct Bylaw #1124

11.3 Beaver Boardwalk Concept Design and Feasibility Report (2018)

APPENDIX A 2019 TIMELINE

July

- **Beaver Boardwalk Committee Terms of Reference**
- First Meeting

August

- Monthly Meeting
- **Reporting to Standing Committee of Council (Vision statement prior to BeBo Committee's third meeting)**

September

- Monthly Meeting

October

- Monthly Meeting

November

- **Reporting to Standing Committee of Council**
(in support of preparation of the 2020 Budget)