



**Town of Hinton**  
**Regular Meeting of Council**  
**AGENDA**  
**Tuesday, November 5, 2013 - 5:00 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.**

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Page

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Regular Council Agenda - November 5, 2013

**CITIZENS "MINUTE WITH COUNCIL"**

**DELEGATIONS AND PRESENTATIONS**

**COUNCIL MINUTES FOR ADOPTION**

- |        |   |
|--------|---|
| 3 - 8  | 1. Regular Meeting of Council Minutes - October 15, 2013        |
| 9 - 12 | 2. Organizational Meeting of Council Minutes - October 29, 2013 |

**ACTION ITEMS**

- |         |   |
|---------|---|
| 13 - 22 | 1. Transit Stop Review - presented by Laura Howarth |
|---------|---|

**INFORMATION ITEMS**

- |    |  |
|----|--|
| 23 | 1. Council Information Package #1 - previously circulated October 16, 2013 |
| 24 | 2. Council Information Package #2 - previously circulated October 23, 2013 |
| 25 | 3. Council Information Package #3 - previously circulated October 30, 2013 |

**REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER**

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



**Town of Hinton  
Regular Meeting of Council  
AGENDA  
November 5, 2013  
Council Chambers**

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Other Committees)

2. Town Manager Report

**ADJOURNMENT**

1. Call for Adjournment of Meeting



## TOWN OF HINTON Regular Council Meeting October 15, 2013

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

**ABSENT:** N/A

**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 6:27 p.m.

### **ADOPTION OF AGENDA**

**D. CURRIE - That the agenda of the Regular Council Meeting held October 15, 2013 be adopted as presented.**

**Carried**

### **CITIZENS "MINUTE WITH COUNCIL"**

Brian LaBerge, President of the Chamber of Commerce came forward to speak to Council. On behalf of the Chamber he thanked the mayor for his many years of service, and thanked the council for their service to the community, and wished them all good luck in the upcoming election on Monday, October 21, 2013.

### **DELEGATIONS AND PRESENTATIONS**

#### **1. Long Term Care Working Group Recommendations to Council - Presented by Dr. Katherine Sorenson**

Dr. Katherine Sorenson advised council:

- the committee was first organized to respond to the community needs assessment;
- "long-term care" means "extended care" beds and involves care provided by a RN; the role of LPN has expanded but extended care requires an RN managing it; some residents at Good Sam qualify for extended care but have been kept in the community thanks to excellent care given;
- designated assisted living is what Good Sam and Pine Valley are; levels vary from 1-4 with 4 being dementia unit;
- there is a need for supportive housing to age in place;
- there is a need for more continuing care beds;
- financial viability – need 100 beds to make viable, we are looking at 50
- AHS forecasts we need more designated assisted living beds
- recommendations are made with focus on collaboration, need to work with businesses to achieve;

Initial

- See page 21 of 46 in the agenda for the recommendations by the Long Term Care working group.
- these recommendations are included in an action item to be discussed later in the meeting.

## **2. Infrastructure Services Division Update - Presented by Mike Schwirtz**

Mike Schwirtz, Director of Infrastructure Services Division, gave council an update on the workings of his division, including a summary of the summer activities on spray patching roads, painting lines, pothole repairs, maintaining sidewalks and summer trails, including support to the Rotary Spray and Play Park and the Mountain Bike Park. The yearly hydrant and sewer flushing, lift station and reservoir cleaning and repairs has been done. The division is also getting ready for winter operations, including preparation of sand and salt mixtures, preparation of fleet and plows, weed spraying for dandelions was completed, hydrant flushing and winterizing currently underway;

He also advised the heavy rain storms in June of this year resulted in flash flooding and several problems with water breaks and washouts that had to be dealt with including a major one on Collinge Road and sidewalk repair on Robb Road; these unbudgeted repairs because of storm will cost in the neighborhood of \$75,000 to \$80,000.

Mr. Schwirtz further advised this year three sets of emergency repairs were required at the CN crossing on Drinnan. CN controls when the trains go through their crossing and three times they cancelled the scheduled repairs at the last minute. Due to CN's cancellations expenses of approximately \$30,000 were incurred; CN is being challenged to pay these expenses due to their cancellations. During the shutdowns, no complaints were received from school buses, emergency responders or transit, and citizen complaints of inconvenience due to road construction delays were responded to. Mr. Schwirtz advised he is following up with CN senior officials respecting the inadequate notice and inconvenience caused by CN's cancellations.

The Town's snow removal policy prioritizes the roads and main areas get done first; once there is 15 cm of packed snow in the residential areas then those streets are plowed. Private snow removal contractors can contact Mr. Schwirtz re: dumping of snow and where to put it; call public works and they can advise sites.

### **COUNCIL MINUTES FOR ADOPTION**

1. Standing Committee of Council Minutes - September 24, 2013
2. Regular Meeting of Council Minutes - October 1, 2013
3. Standing Committee Minutes - October 8, 2013

**B. BULGER - That the Minutes listed above be approved as presented.**

**Carried**

### **ACTION ITEMS**

***Refer to the Regular Council Meeting Agenda package for October 15, 2013 for detailed background information on these decisions.***

Initial

**1. Long-term Care Working Group Report to Town Council**

**B. BULGER - That Council endorse the report as presented.**

Councillor Johnston-MackKay requested the following amendment:

**L. JOHNSTON-MACKAY – Reword recommendation F(a) to say:**

**“The municipality strives to get a provincial commitment to fund lodge services based on funding following the qualified senior.”**

**and remove in F(b) the word “unsubsidized”.**

**Amendment Carried  
Original motion as amended Carried**

At 7:56 p.m. the Mayor then called for a short recess and the meeting reconvened at 8:10 p.m.

**2. Confidentiality Agreement with Telus Communications**

**B. BULGER -That Hinton Council approve entering into a Confidentiality Agreement with Telus Communications Company.**

**Carried**

**3. Council Committees Bylaw #1070-2**

**J. MACRIDIS - That Council give Council Committees Bylaw #1070-2 First Reading.**

**Carried**

**D. CURRIE - That Council give Council Committees Bylaw #1070-2 Second Reading.**

**Carried**

**L. JOHNSTON-MACKAY - That Council provide Unanimous Consent for Third Reading of Council Committees Bylaw #1070-2.**

**Unanimously Carried**

**R. MAGUHN - That Council give Council Committee Bylaw #1070-2 Third Reading.**

**Carried**

**INFORMATION ITEMS**

1. Council Information Package #1 - previously circulated October 2, 2013
2. Council Information Package #2 - previously circulated October 9, 2013

Initial

**D. CURRIE - That Council Information Packages #1 and # 2 be accepted for information.**

**Carried**

**REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER**

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

**Councillor Bill Bulger reported:**

- As the Deputy Mayor he attended the caribou workshop/endangered species; topic discussed was what is industry doing to protect those species; some industry may lose some of their FMA; this topic has been put on moratorium for now; Rick Bonar, the West Fraser biologist, presented information on caribou ranges;
- attended the Community Futures workshop with Councillor Johnston-MacKay;
- recent Canadian Association of Petroleum Producers (CAPP) meeting very interesting for potential future gas opportunities;
- attended breakfast meeting with CEO of Coalspur;
- huge thank you to fellow colleagues and mayor for their partnership; thanked administration for their efforts throughout the years

**Councillor Lorraine Johnston-MacKay reported:**

- Community Futures conference was great opportunity to learn about the network in Alberta and bring forward concerns of our region; brought Hinton 3-50 project forward, sent other municipalities the information as they were interested in this project;
- CAPP meeting provided really great information and potential for gas opportunities north of our community; once pricing goes up, could proceed, could have great impact on Hinton; need to be ready for growth in the future
- thanked council, administration and community for the last 1 ½ years; good luck to everyone in the upcoming election on Monday.

**Councillor Jane Macridis reported:**

- at last Wednesday's bbq and agreement signing Jasper was welcomed into the West Yellowhead Regional Waste Authority; so much more we can do regionally to recycle, reduce and reuse;
- attended the Hinton Policing Committee on behalf of Councillor Ryan Maguhn, and key result areas they have selected were reviewed; surpassed yearly quotas; members working diligently on behalf of community to ensure safe community;
- Hinton Loves Culture - this was a great day and wonderful celebration of local people; thanks to those involved for all the behind the scenes work;

**Councillor Ryan Maguhn reported:**

- thanked everyone for their hard work in making Hinton run;

**Councillor Dale Currie reported:**

- thanked administration and council for last 3 years working as a team to lead the community in the direction council thought was the right way to go;
- wished all candidates good luck at the upcoming election

Initial

**Mayor Ian Duncan reported:**

- thanked council for their hard work during this term;
- thanked Administration for all they do in constantly supporting council;
- thanked his family for their love and support, allowing him to attend to his duties as councillor and then mayor;
- thanked the citizens for their support for the last 9 years

**Jean Anne Fraser, Director of Planning & Technical Services told council:**

- she wanted to take this opportunity to thank council ; not an easy task to make the high level, visionary decisions for our community;
- special thank you to the mayor for his efforts in leading our community,
- good luck to all running in the next election

**2. Town Manager Report**

**Town Manager Bernie Kreiner reported:**

- tomorrow TransMountain reaches 60th anniversary of pumping fuel through our community; they have a decent safety record;
- received questions on what Drinnan Way will look like; there will be 2 lanes from Highway 16 to the tracks and one lane each way at tracks, East Ridge will have separate entrance ;
- AUMA convention coming up, if councillors want to have any discussions with RCMP, please let him know as they set aside time during the convention for this purpose;
- Loving Spoonful program at the Good Sam is re-launching, call Lisa Brett for information;
- offsite levy was not back on the agenda for today's meeting so watch for article in the Voice later this week; fees would drop an average of 20% from the current bylaw, other issues to be discussed further with change of concept, potential of one levy rate for all districts;
- wants to acknowledge and celebrate council for their community sustainability plan; this was the largest planning exercise embarked up; also for advancing partnerships and relationships, including with Yellowhead County; this council cared and acted in long-term best interests of community; good teams can disagree on issues without disagreeing personally and this council did this particularly well, using TOGETHER WE'RE BETTER as Mayor's legacy slogan;
- he then presented the Mayor with a parting gift, being a licence plate stating "Together We're Better".

**MOVE IN CAMERA**

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

The time was 8:48 p.m.

**Carried**

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

The time was 8:58 p.m.

**Carried**

Initial

**ADJOURNMENT**

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

**Carried**

The time was 8:59 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

Initial





**TOWN OF HINTON**  
**Organizational Meeting of Council**  
**October 29, 2013 at 6:30 p.m.**  
**Council Chambers, Govt. Centre**

**PRESENT:** Mayor-Elect Rob Mackin, Councillors-Elect Dale Currie, Ryan Maguhn, Marcel Michaels, Glen Barrow, Stuart Taylor, Matthew Young

**ABSENT:** N/A

**SECRETARY:** Lil Wallace - Executive Assistant

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

**CALL TO ORDER**

Town Manager Bernie Kreiner called the 2013 organizational meeting of council to order at 6:28 p.m.

**ADMINISTRATION OF OATHS / AFFIRMATIONS OF OFFICE TO COUNCIL-ELECT**

The Town Manager called upon Judge Norheim, to administer the Oath of Office firstly to Mayor-Elect Rob Mackin and then to the Councillors-Elect.

Mayor Mackin then assumed the Chair.

**AFFIRMATION OF CODE OF CONDUCT**

Mayor Mackin read the Council Members' Code of Conduct, as follows:

**Municipal Councillors shall:**

1. Not use their position to secure special privileges, favours, or exemptions, for themselves, their relatives, or any other person, but shall at all times serve the public interest.
2. Discharge their powers, duties and functions honourably, faithfully, and conscientiously.
3. Have respect for and endeavour to conduct all of the municipality's business in accordance with applicable legislation, legal requirements, bylaws, regulations and policies.
4. Become familiar with any procedural bylaws or general policies applicable to council or councillors, and endeavour to become knowledgeable about legal and policy issues applicable to municipalities.
5. Respect the powers, duties, and functions of other councillors, administration and employees.

Initial

6. Treat fellow councillors, committee members, employees, and members of the public with respect, honesty and fairness.
7. Declare any pecuniary interest when it is appropriate to do so.
8. Safeguard confidential information, including that of the municipality, council, and employees, and in that regard, respect the requirements of both the *Municipal Government Act*, R.S.A. 2000, c. M-26, and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25.

**R. MAGUHN - That Council adopts the Town of Hinton Code of Conduct for Municipal Councillors as presented in Attachment #1.**

**Carried**

#### **ADOPTION OF AGENDA**

**D. CURRIE - That the Agenda for the Organizational Meeting of Council of October 29, 2013 be adopted as presented.**

**Carried**

#### **BALLOT VOTING FOR CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES**

**1 Ballots to be distributed to Council for voting as required.**

Rhonda West, Legislative & Administrative Services Coordinator, passed out the private ballots and once the councilors had voted, she collected them all back.

#### **ACTION ITEMS**

***Refer to the Organizational Meeting of Council Agenda package for October 29, 2013 for detailed background information on these decisions.***

**1 Draft Council Procedure Bylaw #1060-2**

**D. CURRIE - That Bylaw #1060-2 receive first reading.**

**Carried**

**M. YOUNG - That Bylaw #1060-2 receive second reading.**

**Carried**

**G. BARROW - That Bylaw #1060-2 receive unanimous consent for third reading.**

**Unanimously Carried**

**S. TAYLOR - That Bylaw #1060-2 receive third and final reading.**

**Carried**

**2 2013 -2014 Regular Standing Committee Meeting Schedule**

Initial

**G. BARROW - That Council adopts the 2013-2014 Meetings of Council as presented in Attachment #3.**

**Carried**

**3 Annual Organizational Meeting of Council**

**D. CURRIE - That the 2014 Organizational Meeting of Council be held on Tuesday, October 21, 2014.**

**Carried**

**4 2013-2017 Deputy Mayor Terms**

**R. MAGUHN - That Council adopts the 2013-2017 Deputy Mayor Terms as presented in Attachment #4.**

**Carried**

**5 Hinton Grant Funding Advisory Committee**

**G. BARROW - That Judy Waymark of the Hinton Municipal Library Board and Dan Rooks of the Hinton Policing Committee be appointed to the Hinton Grant Funding Advisory Committee to the 2014 Organizational Meeting of Council.**

**Carried**

**6 Council Representation on Town Boards & Committees**

**M. MICHAELS - That Council approves the 2013 - 2014 Council Representation on Boards and Committees as presented in Attachment #5.**

**Carried**

**7 Citizen Appointments to Town Boards & Committees**

Rhonda West announced there was a 3-way tie and that a re-vote would be necessary. She then distributed private ballots and the councilors placed their votes. A further tie for one position required a “drawing of name”. Citizens at large elected by ballot for appointment to Town boards and committee are as follows:

- Community Engagement and Accountability Committee: Gerry Brandt, Garth Griffiths, George Higgerty, Albert Ostashek, Scott Sunderwald. – 2 year term to 2015 organizational meeting;
- Hinton Policing Committee: Michael Caffero, Shona Allen – 2 year term to 2015 organizational meeting;
- Hinton Municipal Library Board: Jane Kreiner, Terri McHugh – 3 year term to 2016 organizational meeting;
- Hinton Municipal Library Board - Barb Kneteman and Judith Staples - 2 year term to 2015 organizational meeting.

Councillor Marcel Michaels then brought forward the following motion:

Initial

**M. MICHAELS – Propose a two-month trial period for the new regular council meeting time of 5:00 p.m. ending after December 3, 2013 meeting and report back.**

**D. CURRIE – Amendment to motion: Trial period to January 31, 2014 to obtain more feedback.**

**Amendment Defeated**

**M. MICHAELS – Amendment to motion: Trial period to April 15, 2014.**

**Amendment Carried  
Original Motion Defeated**

**R. MACKIN – Direct administration to capture attendance numbers for the regular council meeting and provide feedback to motion (to April 15, 2014 regular council meeting).**

**Carried**

**MOVE IN CAMERA**

**S. TAYLOR - That the Organizational Meeting of Council move in camera.**

**Carried**

The time was 7:29 p.m. The Mayor then called a short recess.

**RECONVENE**

**R. MAGUHN - That the Organizational Meeting of Council reconvene.**

**Carried**

The time was 8:25 p.m.

**ADJOURNMENT**

**M. MICHAELS - That the Organizational Meeting of Council adjourn.**

**Carried**

The time was 8:26 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Manager

Initial



## TOWN OF HINTON DIRECTION REQUEST

**DATE:** April 2, 2012

**TO: STANDING COMMITTEE MEETING OF:** Tuesday, April 10, 2012

**FROM:** Silvana Campbell, Transportation Supervisor  
**REVIEWED BY:** Dan Pagely, Director of Community, Corporate and Protective Services  
**APPROVED BY:** Bernie Kreiner, Town manager

**RE: Request for Additional Transit Bus Stop**

### Purpose

This item is before Council to provide additional information regarding transit stop maintenance and to provide direction so that Council can make a decision on this request for an additional stop.

### Issue

Mrs. Phyllis Williams, a Pine Valley Lodge is requesting a door to door pick-up at Pine Valley Lodge whenever the roads are snowy and icy and are considered a risk for falling.

### Administration Comments on Situation / Options

The following history and details are being provided to assist in making a decision on this request.

When the Public Transit Project was implemented in 2007, the following success measures were applied as a guide for delivering a public transit system.

- A routed and timed system
- Not a door to door public transit system
- A transit system that does not compete or impact Handibus service negatively
- A one hour loop with thirty-nine stops
- Thirty-nine bus stops identified for entire neighborhoods
- Bus stops in all neighbors in walking distance with some walking required to stops
- A system that supports active living

During the pilot project, a couple of requests for door to door transit service were received, one from residents at Lions Sunset Manor, and another from Pine Valley Lodge.

On September 30th, 2008, Council responded to a petition from Lions Sunset Manor residents supporting a transit stop move in the neighborhood that was consistent to other previous decisions regarding stops involving seniors, primarily because "Transit is not a door to door service and seniors and others with mobility issues have access to an alternative door to door Handibus service". The stop was moved away from in front of the Share shop where safety was a concern, and moved closer to the Legion to serve all interests in this area.

Prior to this, a request from Pine Valley Lodge resulted in no change to the bus stop in that area. In order that seniors could use this stop safely, the bus stop at Pine Valley Lodge was enhanced for safety, convenience and comfort by providing a crosswalk and flashing light through the Community Sustainability Initiative, and a bus shelter, and a bench. Routing additional public traffic by the Lodge front door was viewed as a safety concern.

The transit bus stop at the Hospital location was also moved away from the front door and into the pull-out on Switzer Drive when the hospital access road was changed. Thereafter, a request for door to door service at the Good Sams was not supported, as it was against the principals for transit, and this door to door, while a substantial distance, would open the door for much easier distanced door-to-door stops.

More recently, a regular poor-eye sighted customer asked that transit bus go off the Switzer Drive route and to the SPCA door when she was a passenger, as Kelley road had no sidewalk from Switzer Drive.

In all these cases, the success measures were applied to make fair and consistent decisions for all requests received from the public.

In 2009, following a 2-year pilot project, Town Council approved a permanent system, and following minimal changes to the route:

- A one hour routed system
- Some minor changes to the route by cutting a portion of the loop not used in East Hardisty to find five minutes for a driver break when arriving at the Athabasca Hotel
- One stop was returned to Switzer Drive to service the medical and government hub on Switzer Drive.

Transit bus stops, sidewalks and walkways were added to the Town of Hinton's Parks Snow Removal Policy for ongoing maintenance. These bus stops are being prioritized along with all other snow clearing demands. Since then, snow clearing around bus stops was monitored, and adjusted in priority resulting in transit stops being moved up from #12 to #6 (refer to attached snow removal priorities). Further to this, currently there is no assigned order to bus stops, with the exception of those two located at the Guild and at the Civic Centre which are cleaned first because the crew is cleaning sidewalks first things in the morning at these public facilities. On average it takes six man hours to clean all thirty-nine stops. Currently, there is no snow removal on weekends and on holidays. Overall, snow clearing is done reasonably considering all other demands. There have been no complaints received on this. In addition, if roads are icy at the bus stop used by the Lodge residents, then roads may be icy all over town, which may result in more demand for door to door service from this individual, and from others.

### **Administration's Conclusion / Proposed Direction**

With some creativity, we could provide this individual with a front door transit service, but this would not be consistent with past decisions made to similar requests from other seniors' centres, and not without a negative impact to the service, other passengers, and to the drivers.

- The decision not to approve a front door pick-up is consistent with all other past decisions
- The one hour route will not be impacted
- Transit drivers will get their five minute break
- Seniors at Pine Valley Lodge have access to two other door to door services. These are the Handibus and Pine Valley Lodge Seniors Society bus.
- A precedent will not be set for more door to door requests

A door to door public transit system is not currently sustainable when offering core services. This may be considered in future when exploring opportunities to enhance or merge local bus services.

Seniors are very much encouraged to use public transit, but on the rare occasions when roads are icy, and for added safety, I would like to see seniors using the other bus services available to them.

**Recommendations:**

1. That no additional stops be added to the public transit route and no door to door service be provided to Pine Valley Lodge residents.
2. That the snow removal policy be monitored and reviewed on an ongoing basis for efficiencies as related to snow clearing at transit bus stops.

**Town Manager Comments**

I believe we are managing the transit system including the bus stop winter maintenance in the correct priority order. There are times that not all customers will feel fully satisfied, it's about balancing all interests for the community as a whole.

**Attachment(s)**

1. March 15, 2012 letter from Mrs. P. Williams
2. Town of Hinton Snow Clearing Priorities

15th March 2012

Dear Ms. Campbell,

Thank you for your letter of 8th March.

While I appreciate and acknowledge the benefits of both the Handibus and the Public Transit system we have in Hinton and I am fully aware of the difference between the two, including their individual limitations, I would like to make the following points and suggestions:

1. I fully understand the expectation that people using the Transit bus will need to do some walking to get to the bus stop. At my age, 88, I am very pleased to be able to walk as far and as well as I do, unaided.
2. I am pleased and happy to walk from Pine Valley Seniors Lodge to the bus stop on Boutin Avenue, provided that the condition of the driveway, road that I need to cross and the sidewalk are in good walking condition and do not offer the risk of falling due to ice and snow cover.
3. Since I am in good physical condition and enjoy getting out into the community, I make every attempt to do so without calling on the Handibus which I know to be very heavily used by those who truly are too incapacitated to use public transport.

If it were possible for the Public Transit bus to swing by the Lodge when the weather results in slippery conditions it would make such a difference to not only my ability to get out and about, but to several other Lodge residents too and so I offer the following suggestions for your consideration:

1. The bus could, as part of its route, once or twice per day, include the driveway of the Lodge. Even if this was only from October to April and even if it was only 2 or 3 days each week.



2. Anyone needing the bus could let the Lodge manager know and she could then phone in and request that day that the bus call at the Lodge, again, this only from October to April.

Once again, I ask for your very serious consideration of this request and suggestions. I do understand that the public bus service is a timed service, but I wonder if a trial run could be arranged to assess the impact that a stop at the Lodge might have on the schedule?

Yours very truly

*P Williams*

Mrs. P Williams,

103, Pine Valley Lodge.

cc. Dan Pagely, Director of Community, Corporate and Protective Services

Bernie Kreiner, Town Manager

Rev. Bill Bulger, Town Councilor

Ms. Lorraine Johnston - Mackay, Town Councilor

Ms. Olga Uloth, Manager F.C.S.S.



## TOWN OF HINTON

**POLICY TITLE: SNOW CLEARING AND SANDING POLICY & SERVICE LEVELS FOR PARKS INFRASTRUCTURE SERVICES**

**POLICY #: 039**

**EFFECTIVE DATE: JANUARY 4, 2011**

**ADOPTED BY  
COUNCIL ON: JANUARY 4, 2011**

### **POLICY STATEMENT**

To identify authorized service levels for the treatment of snow and icy conditions from municipal sidewalks and parking areas from parklands, and buildings at the Guild, Police Station, Civic Centre, Fire Hall, and Dr. Duncan Murray Recreation Centre, Tourist Information Center, the asphalt multi-purpose trails, transit sites, outdoor rinks and Woodlawn Cemetery.

#### **1. REASON FOR POLICY**

The Town of Hinton Parks Infrastructure Services Department will prioritize the snow clearing based on the amount of snowfall, which in turn will be based on the following criteria;

1. Public Safety
2. Public Services
3. Staff Service
4. Efficient Use of Available Resources

#### **2. RESPONSIBILITIES**

Responsibilities under this policy are under the Parks Infrastructure Services Department.

### **3. PROCEDURES**

#### **I. Snow fall with accumulation of less than 1cm to 25cm**

- A.** After each snowfall there will be an attempt to clear the following areas within the next regular working day schedule. However available resources and snowfall amounts will determine if this is possible. The areas will be prioritized as follows:
1. Civic Centre main sidewalks, including the RCMP station
  2. Sidewalks at the Guild
  3. Recreation Centre sidewalks, (Responsibility of the Recreation center staff but parks staff will help out with main sidewalks when the equipment is in the area)
  4. Cemetery road and around burial (*on day of a funeral only*). (In cooperation with Public Works)
  5. Legion stairs, Green Square into main building, valley shopping centre stairs, and the handicap ramps
  6. Stairs behind Fuller Place and Gerard Redmond School. (In order to get to other priorities faster only one side of each set of stairs to be cleared of snow and /or sanded)
  7. Parking lot at the Civic Centre. (The asphalt trail and sidewalks may be cleared on the way to the Civic Centre if applicable)
  8. Fire lanes and handicap parking area at the Guild, Recreation Center (In cooperation with Public Works)
  9. Asphalt multi-purpose trails
  10. Sidewalks of Town owned parklands
  11. Outdoor rinks
  12. Hinton Transit Bus Stops (In cooperation with Public Works)
  13. Maxwell Lake
  14. Walkways which serve as connectors between residential houses, are not maintained. However main walkways may be cleared when snow clearing machines are in the area clearing Town sidewalks and trails. Those with hills and/or have super mailboxes will be given priority.

Note: Gravel trails are not maintained in the winter.

Note: Sidewalks fronting or flanking of property that is privately owned whether developed or vacant is not maintained by the Town and is the responsibility of the land owner if required by Council; (III (7) By-Law #562)

#### **II. Snow fall with the accumulation of over 25 cm**

In the event of a major snowfall (defined as over 25cm), the priorities will be given to vehicular traffic. Pedestrian traffic snow clearing will be secondary. Working with public works within the roads snow removal policy will be necessary to ensure efficient use of available resources.

**B. When icy conditions occur, the following areas will receive a sprinkling of calcium chloride and/or, sand/salt mix:**

1. Sidewalks at main entrances to Town-owned buildings
2. Asphalt multi-purpose trail
3. Cemetery road
4. Parkland sidewalks and walkways

**Consensus is not to conduct a municipal census in 2012. Council directed Administration to bring this question back to council for review in early 2013 to prepare for possible spring census. Council further directed Administration that when the Town conducts the next census, to be prepared to launch an informational campaign as to why it is important to the municipality to participate in the census.**

## **2. Additional Transit Stop Request**

**Because there are several other options and services available to citizens, the consensus was to keep the route as recommended.**

**Council directed Administration to follow up with Mrs. Williams by sending her a letter.**

**Council also directed that Mrs. William's concerns about the icy laneway be brought to the attention of Pine Valley Lodge through the Evergreens Foundation management as this is their property, and they are responsible for it. Councillor Bill Bulger will be attending a meeting of the Evergreens Foundation in the next few days and will speak directly to Tina Szegl respecting this.**

The report presented indicates that bus stops near seniors will be given a greater priority as to sanding and clearing in the winter.

## **3. CEAC/Council Strategic Planning Day**

Tomorrow, April 11, 2012, the Community Engagement and Accountability Committee ("CEAC") is meeting to review their prioritization process. A joint meeting between CEAC and council is scheduled for May 16, 2012 for the full day. CEAC will share with council their recommendations and the rationale for those recommendations. Councillors Ryan Maguhn and Dale Currie are not able to attend due to prior work commitments.

## **ADDITIONAL INFORMATION**

### **Urgent Matters from Council and Town Manager**

Councillor Macridis reported:

- Friday and Saturday April 13 and 14<sup>th</sup> St. Gregory Catholic School is presenting "Peter Pan"; Friday is a dinner theatre and Saturday is a dessert theatre; tickets available at St. Gregory.

Councillor Bill Bulger reported:

- He was asked by a citizen about air quality monitoring; this citizen was concerned about air quality (especially in valley); she would like to see a warning system in place; he asked her to provide more information on these systems and he is still waiting to receive it.

Acting Town Manager Jean Anne Fraser reported:

- Re: next steps following recent housing workshops; very good turnout at both workshops; greatest success was to connect needs and suppliers and clarification of perception as opposed to actual needs; it was noticed that aboriginal and immigrant communities were absent; need to have specific outreach to those groups, want to establish communication with them.

  
Initial





**Town of Hinton  
COUNCIL INFORMATION PACKAGE #1  
(October 16, 2013)  
In Advance of November 5, 2013 Regular Council Meeting**

Page

**PRIORITY ITEMS**

- |       |   |
|-------|---|
| 2 - 4 | 1. Chamber of Commerce letter re off-site levies<br>Town of Hinton response letter to Chamber of Commerce |
| 5 - 6 | 2. Yellowhead County letter to AB Energy Regulator re Coalspur Vista Coal project                         |
| 7 - 8 | 3. Coalspur News Release - Regulatory Hearing Adjourned   |

**CORRESPONDENCE & INFORMATION ITEMS**

- |   |  |
|---|--|
| 9 | 1. Chamber of Commerce Five Pillars of Guidance to Directors |
|---|--|

**REPORTS & MINUTES FOR INFORMATION**

- |         |   |
|---------|---|
| 10 - 15 | 1. DRAFT Hinton Policing Committee Meeting Minutes - October 10, 2013 |
|---------|---|



**Town of Hinton  
Council Information Package #2  
(October 23, 2013)  
In Advance of November 5, 2013 Regular Council Meeting**

Page

**PRIORITY ITEMS**

- |   |   |
|---|---|
| 2 | 1. AUMA Nominations Deadline for 2014 AUMA Board  |
| 3 | 2. Fax from Dr. Katherine Sorenson - clarification of Hinton Voice article re long term care report |

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |  |
|-------|--|
| 4 - 5 | 1. Letter from Fortis Alberta re 2014 Rate Impacts |
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**REPORTS & MINUTES FOR INFORMATION**

- |       |   |
|-------|---|
| 6 - 9 | 1. Library Board Minutes - October 16, 2013 |
|-------|---|





**Town of Hinton  
COUNCIL INFORMATION PACKAGE #3  
(October 30, 2013)  
In Advance of November 5, 2013 Regular Council Meeting**

Page

**PRIORITY ITEMS**

- |        |  |
|--------|--|
| 2 - 3  | 1. AUMA Media Release October 22, 2013 - Change in Board of Directors after recent election                        |
| 4      | 2. AUMA reminder re nominations for 2014 AUMA Board  |
| 5 - 6  | 3. AB Gov't Tourism, Parks & Recreation Media Release October 29, 2013 - Tourism Industry to Grow \$10.3B Industry |
| 7      | 4. FCM Update October 25, 2013 - National Housing Campaign to Launch   |
| 8 - 14 | 5. FCM Overview 2013-2014  |

**CORRESPONDENCE & INFORMATION ITEMS**

- |    |  |
|----|--|
| 15 | 1. Letter from The Evergreens Foundation |
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**REPORTS & MINUTES FOR INFORMATION**

- |    |   |
|----|---|
| 16 | 1. Bernie Kreiner's Learnings on George Cuff Presentation of October 25, 2013 |
|----|---|