



**Town of Hinton**  
**Regular Meeting of Council**  
**AGENDA**  
**Tuesday, December 3, 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 - December 3, 2013

**CITIZENS "MINUTE WITH COUNCIL"**

- 1.

**DELEGATIONS AND PRESENTATIONS**

**COUNCIL MINUTES FOR ADOPTION**

- |        |  |
|--------|--|
| 3 - 4  | 1. Standing Committee of Council Minutes - November 5, 2013  |
| 5 - 7  | 2. Regular Meeting of Council Minutes - November 5, 2013     |
| 8 - 10 | 3. Standing Committee of Council Minutes - November 12, 2013 |

**ACTION ITEMS**

- |         |  |
|---------|--|
| 11 - 12 | 1. 2014 Interim Budget for the Town of Hinton - Presented by Denise Parent |
|---------|--|

**INFORMATION ITEMS**

- |    |   |
|----|---|
| 13 | 1. Council Information Package #1 - previously circulated November 6, 2013  |
| 14 | 2. Council Information Package #2 - previously circulated November 13, 2013 |
| 15 | 3. Council Information Package #3 - previously circulated November 20, 2013 |



**Town of Hinton  
Regular Meeting of Council  
AGENDA  
December 3, 2013  
Council Chambers**

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- 16            4.      Council Information Package #4 - previously circulated November 27, 2013

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

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

**MOVE IN CAMERA**

1.      Meeting Debrief (FOIP)
2.      Personnel Matter (FOIP)

**ADJOURNMENT**

1.      Call for Adjournment of Meeting



## TOWN OF HINTON Standing Committee of Council Meeting November 5, 2013

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

**ABSENT:** N/A

**SECRETARY:** Rhonda West – Legislative & Administrative Services Coordinator

**ALSO PRESENT:** Bernie Kreiner - Town Manager  
Denise Parent - Director of Corporate Services

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### **ORDER**

Deputy Mayor Dale Currie called the Standing Committee Meeting to order. The time was 6:14 p.m.

### **ADOPTION OF AGENDA**

**There was consensus to accept the Standing Committee Meeting Agenda of November 5, 2013 as amended with the addition of an item as follows:**

Action Item #3 – Municipal Planning Commission

### **ACTION ITEMS**

***Refer to the Standing Committee Meeting Agenda package for November 5, 2013 for detailed background information on these decisions.***

#### **Briefing on Off-Site Levies**

Jean Anne Fraser, Director of Planning & Technical Services, presented council with an update with respect to off-site levies.

A short recess was called at 7:36 pm. The meeting reconvened at 7:44 pm.

#### **“In Camera Agenda” Process**

Denise Parent, Director of Corporate Services presented council with an overview. Two matters for review and discussion were a) procedure for distribution and b) preparation time required for councillors. Councillors are responsible to keep in confidence all In Camera information and discussions.

**There was consensus to maintain electronic distribution to council members with upgraded security features (ie. Skydrive) with a notification system.**

Initial

**Municipal Planning Commission**

Councillor Young discussed the idea of bringing back a Municipal Planning Commission.

**There was consensus to direct administration to provide a flow chart of process of: a) development permit application and b) subdivision application for review with developers and stakeholders.**

Councillor Young thanked Jean Anne for her presentation on off-site levies.

**ADDITIONAL INFORMATION**

**Urgent Matters from Council and Town Manager**

Councillor Dale Currie confirmed that he would be attending the Historical Society AGM.

**Executive Assistant Logistics Information**

No upcoming events logistics were discussed.

**IN CAMERA (if necessary)**

**BARROW - That the Standing Committee meeting move in camera.**

**Carried**

The time was 8:23 p.m. and a short recess was called. The meeting reconvened at 8:32 p.m.

**BARROW – That the time for the Standing Committee meeting be extended.**

**Carried**

The time was 9:10 p.m.

**YOUNG - That the Standing Committee meeting revert to regular session.**

**Carried**

The time was 9:36 p.m.

**ADJOURNMENT**

**TAYLOR - That Standing Committee Meeting of Council adjourn.**

**Carried**

The time was 9:47 p.m.

\_\_\_\_\_  
Deputy Mayor

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

Initial



**TOWN OF HINTON  
Regular Council Meeting  
November 5, 2013**

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

**ABSENT:**

**SECRETARY:** Rhonda West – Legislative & Administrative Services Coordinator

**ALSO PRESENT:** Bernie Kreiner – Town Manager  
Denise Parent – Director of Corporate Services

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**ORDER**

Mayor Rob Mackin called the Regular Council Meeting to order. The time was 5:01 p.m.

**ADOPTION OF AGENDA**

**CURRIE - That the Agenda for the Regular Council Meeting Agenda of November 5, 2013 be adopted as presented.**

**Carried**

**CITIZENS “MINUTE WITH COUNCIL”**

Charmaine Blackman advised Council about the 2013 Town of Hinton United Way Campaign Committee. Town of Hinton employees chipped in to raise \$5,650.71 for the United Way.

**DELEGATIONS AND PRESENTATIONS**

**COUNCIL MINUTES FOR ADOPTION**

The following Minutes were presented to Council for their approval:

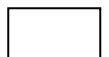
1. Regular Meeting of Council Minutes – October 15, 2013
2. Organizational Meeting of Council Minutes – October 29, 2013

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

**CARRIED**

**ACTION ITEMS**

***Refer to the Regular Council Meeting Agenda package for November 5, 2013 for detailed background information on these decisions.***



Initials

**1. Transit Stop Review**

**MAGUHN – That Town Council direct administration to implement door side pick up at the Pine Valley Lodge Facility in regards to Hinton Public Transit for a trial period of October, 2013 to April 30th, 2014.**

**CARRIED**

**TAYLOR – that the above motion be amended by adding 2-3 days per week to the trial time period.**  
**DEFEATED**

**INFORMATION ITEMS**

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

**BARROW - That Council Information Packages #1, #2 and #3 be accepted for information.**

**CARRIED**

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

**Mayor Mackin reported:**

- Grateful for transit system that the Town has in place
- Lots of learning and meeting Town staff this past week
- Will be attending AUMA sessions next week during the conference in Calgary

**Councillor Michaels reported:**

- Going to landfill tomorrow to check it out with Joanne Race to get a better understanding of what is going on there

**Councillor Barrow reported:**

- Good luck to Tara Muldoon competing in the ladies barrel racing at the CFR this weekend

**Councillor Maguhn reported:**

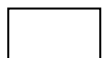
- Will be attending the library board meeting next week

**Councillor Currie reported:**

- Reminded citizens that he is the representative for recreation or culture

**Councillor Taylor reported:**

- Will be attending the Historical Society AGM
- Will also be going to the Landfill with Councillor Michaels



Initials

**Councillor Young reported:**

- Rode on the transit system over the weekend and enjoyed conversations and experience; commended previous council and administration for implementing the transit system
- Will be attending the Community Futures West Yellowhead meeting next week
- Noted to citizens that the new deli is open in the valley

**MACKIN – The 2013 – 2017 Council draft a letter of support for Coalspur.**

**CARRIED**

**TAYLOR – That the Switzer Drive matter be be the first action item on the agenda for the November 26, 2013 Standing Committee Meeting.**

**CARRIED**

**Town Manager Bernie Kreiner**

Bernie Kreiner, Town Manager, reported:

- Obed Mine had an upset that effected water in the Athabasca River but there were no impacts to Town citizens
- Housing statistics show 51 housing starts for the end of October
- Whitecourt recently had a plebiscite with respect to a transit system and noted that Town staff have attended at Whitecourt to give them good information on implementing a transit system

**ADJOURN**

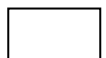
**YOUNG -That the Regular Meeting of Council adjourn.**

**Carried**

The time was 5:58 p.m.

\_\_\_\_\_  
Mayor

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



Initials



**TOWN OF HINTON**  
**Standing Committee of Council Meeting**  
**November 12, 2013**

**PRESENT:** Mayor Rob Mackin, Deputy Mayor Dale Currie, Councillors Ryan Maguhn, Glen Barrow, Marcel Michaels, Stuart Taylor and Matthew Young  
**ABSENT:** N/A  
**SECETARY:** Rhonda West – Legislative & Administrative Services Coordinator  
**ALSO PRESENT:** Bernie Kreiner - Town Manager  
Denise Parent - Director of Corporate Services

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**ORDER**

Deputy Mayor Dale Currie called the Standing Committee Meeting to order. The time was 4:03 p.m.

**ADOPTION OF AGENDA**

**There was consensus to accept the Standing Committee Meeting Agenda of November 12, 2013 as amended with the addition of an item as follows:**

Additional Information – Council Briefing

**ACTION ITEMS**

***Refer to the Standing Committee Meeting Agenda package for November 12, 2013 for detailed background information on these decisions.***

**Deliberative Meetings**

The Town's solicitor has stated: Council may go "in camera" to discuss matters that come within the exceptions to disclosure in Division 2 of Part 1 of FOIPP. This includes the traditional land, legal and labour classifications. If matters are being deliberated which comes within the exceptions to disclosure contained within FOIPP, it is acceptable to go in camera to discuss them. If they do not come within the FOIPP exceptions to disclosure, they should be dealt with in public. One of those exceptions relates to local public body confidences, which includes deliberations, if applicable see s. 23 (1)(b) of FOIPP." Bernie Kreiner then explained what deliberate matters mean in relation to Council.

**AUMA 2013 Resolutions**

Bernie Kreiner reviewed with Council the proposed AUMA 2013 Resolutions.

**There was consensus to accept the report for information.**

**Meeting with Minister Griffiths at AUMA 2013 Conference**

Bernie Kreiner reviewed with Council possible topics for discussion with Minister Griffiths during the AUMA Convention.

Councillor Taylor proposed a topic dealing with the financial inequity between county and municipal partners.

**There was consensus that a meeting with the Minister would be beneficial and the topic for discussion would be on social housing.**

Initial



**There was consensus to direct administration to provide information on the disparity of funding between counties and municipalities (Cold Lake analysis).**

**Fire Department Reserve Plan**

Laura Howarth and Denise Parent provided an overview to the report and attachment. The Fire/Rescue Apparatus Replacement Reserve will have a projected deficit situation from 2015 to 2020 under the current plan.

**There was consensus to proceed with option 1) but have the action item return to council in May, 2014 for review.**

**Long Term Capital Plan**

The Town has five (5) big reserves that are tracked and monitored. The presentation that will be provided at the AUMA Convention was reviewed.

**There was consensus to accept the report for information.**

**ADDITIONAL INFORMATION**

**Urgent Matters from Council and Town Manager**

There were no urgent matters discussed.

**Executive Assistant Logistics Information**

Upcoming event logistics were discussed.

**Town Postings**

**There was consensus to have Town employment postings information for this meeting only to gain a better understanding of the types of jobs at the Town and the recent vacancies.**

**Council Briefing**

Councillor Taylor:

- went to the landfill with Councillor Michaels and spoke about a “take it or leave it” program (cost effectively recycling items that are at the landfill or recycling depots);
- attended his first CFWY meeting with Councillor Michaels.
- he noted that Premier Redford seems confident for three pipelines going through our area and to prepare for a mini boom. This raised concerns about housing availability. Bernie Kreiner advised the impact is 30 FTE staff at any given time.

**There was consensus to direct Administration to:**

- **Bring options back to the November 26, 2013 Standing Committee meeting that would allow access to the road (policy amendment) with no financial impact to users with respect to the laneway located behind Rona store;**
- **Provide council with the complaints filed against Big Rock Dodge with respect to the 72-hour parking matter;**
- **Provide information on the snow removal service levels of paved walking and bike paths;**

Initial

- **Provide follow-up information on spring water freezing on Sunwapta;**
- **Ensure a follow-up discussion with Council on off-site levy based on email from Greg Corvus;**
- **Provide background information on the proposed road with West Fraser and a briefing/update;**
- **Provide Council with information on projects and unusual activities on Town streets before it begins (heads up).**

**IN CAMERA (if necessary)**

**TAYLOR - That the Standing Committee meeting move in camera.**

**Carried**

A short recess was called. The time was 6:35 p.m. The meeting reconvened at 6:43 p.m.

**MAGUHN – That the time for the Standing Committee meeting be extended.**

**Carried**

The time was 7:00 p.m.

**MAGUHN - That the Standing Committee meeting revert to regular session.**

**Carried**

The time was 7:30 p.m.

**There was consensus to direct Administration to review the Purchasing Policy and determine if shop local provisions can be integrated while respecting the trade agreement provisions.**

**ADJOURNMENT**

**MACKIN - That Standing Committee Meeting of Council adjourn.**

**Carried**

The time was 7:35 p.m.

\_\_\_\_\_  
Deputy Mayor

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

Initial



# TOWN OF HINTON REQUEST FOR DECISION

DATE: December 3, 2013

TO: Regular Meeting of Council December 3, 2013

FROM: Denise Parent, Director of Corporate Services

APPROVED BY: Bernie Kreiner, Town Manager

RE: 2014 Interim Budget for the Town of Hinton

**Recommendation:**

That Council adopt a 2014 interim operating budget for the Town of Hinton using the 2013 budget estimate of \$24,930,893 until the 2014 operation budget is adopted.

**Concluding Statement**

*Town Council must approve an interim budget for the Town of Hinton in order to authorize ongoing operational expenses in 2014 until the adoption of the operating budget as per section 242 of the MGA.*

**Conformance of recommendation to existing laws and Hinton Council plans**

Conforms with:	Yes/No/Partial	Comments
<b>Municipal and Provincial Laws</b>	Yes	<i>Municipal Government Act – Section 242</i>
<b>Community Sustainability Plan</b>	Yes	<i>Governance Ensure local governments and authorities are responsive to the needs of the community</i>
<b>Council’s Strategic Plan</b>	N/A	
<b>Long Term Capital Plan or Adopted budget</b>	Yes	<i>To approve authorized expenditures up to the time of adopting the final annual budget</i>

**Background / Introduction**

The Town of Hinton’s fiscal year-end is December 31<sup>st</sup>. The draft 2014 operating and capital budgets are to be reviewed in December and January and are not expected to be approved until the first quarter of 2014 therefore an interim budget is required to authorize expenditures.

## **Options**

1. That Council adopts an interim budget.
2. To undertake no expenditures in the interim.

## **Administration Assessment of Options and Conclusion**

The 2014 budget is not expected to be fully adopted by Council until 2014. In the interim, the town requires authorization through an interim operating budget for expenses incurred prior to the final adoption of the 2014 budget.

The Municipal Government Act, Section 248 states:

- 1) A municipality may only make an expenditure that is
  - a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council;
  - b) for an emergency, or
  - c) legally required to be paid.

Section 242 of the Municipal Government Act states:

- 1) Each Council must adopt an operating budget for each calendar year.
- 2) A council may adopt an interim operating budget for part of a calendar year.
- 3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for the calendar year is adopted.

## **Town Manager's Comments**

I support the recommendation for this routine item. I believe in most years (but clearly not on election years), adopting the following years operating budget before the beginning of the year is advisable and possible.



**Town of Hinton**  
**COUNCIL INFORMATION PACKAGE #1 - 06 Nov 2013**  
**(November 6, 2013)**  
**In Advance of December 3, 2013 Regular Council Meeting**

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**PRIORITY ITEMS**

- |        |    |   |
|--------|----|---|
| 2      | 1. | AB Gov't News Release - Municipal Input on Bill 28                  |
| 3 - 10 | 2. | AB Municipal Affairs - Pecuniary Interest for Municipal Councillors |

**CORRESPONDENCE & INFORMATION ITEMS**

- |         |    |  |
|---------|----|--|
| 11 - 12 | 1. | AB Gov't News Release - AB / BC Reach Agreement on New Markets |
| 13 - 14 | 2. | BRIDGES Letter re Quality of Life funding request              |
| 15      | 3. | Letter from CN Rail re "CN In The Community" Publication       |
| 16 - 17 | 4. | Notice of Rescheduling of Coalspur Hearing                     |
| 18      | 5. | Congratulations Letter from Town of Edson                      |
| 19      | 6. | Letter from Town of Edson re CFWY members                      |
| 20      | 7. | Letter to Minister of Justice re. Quanto's Law                 |
| 21 - 28 | 8. | GYPSSD School News   |

**REPORTS & MINUTES FOR INFORMATION**

- |         |    |   |
|---------|----|---|
| 29 - 30 | 1. | Development Permit Statistics for October 2013. |
|---------|----|---|



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #2  
(November 13, 2013)  
In Advance of December 3, 2013 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |                           |
|-------|---------------------------|
| 2 - 4 | 1. AUMA Update on Bill 28 |
| 5 - 7 | 2. GYPSD Board News       |

**REPORTS & MINUTES FOR INFORMATION**

- |        |                            |
|--------|----------------------------|
| 8 - 23 | 1. October Cheque Register |
|--------|----------------------------|



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #3  
(November 20, 2013)  
In Advance of December 3, 2013 Regular Council Meeting**

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**PRIORITY ITEMS**

- |       |    |   |
|-------|----|---|
| 2 - 4 | 1. | AB Municipal Affairs email re Municipal Government Act review website             |
| 5 - 6 | 2. | AB Govt News Release - Environmental Protection Order issued re Obed mine release |
| 7 - 9 | 3. | AB Govt News Release - Water Quality results from Obed sediment release           |

**CORRESPONDENCE & INFORMATION ITEMS**

- |         |    |   |
|---------|----|---|
| 10 - 11 | 1. | Letter from Community Futures West Yellowhead re Board of Directors structure |
| 12 - 13 | 2. | Letter to AB Energy Regulator re Coalspur Vista Mine Project                  |
| 14      | 3. | Pine Valley Transit Stop - Status on Implementation                           |
| 15      | 4. | Letter from The Association of Professional Engineers                         |
| 16      | 5. | Letter from Northern Alberta Development Council re Slave Lake Wisdom Gained  |
| 17 - 32 | 6. | Letter from Canadian Union of Postal Workers re future of Canada Post         |

**REPORTS & MINUTES FOR INFORMATION**

- |         |    |  |
|---------|----|--|
| 33 - 36 | 1. | DRAFT Library Board minutes - November 13, 2013                        |
| 37 - 38 | 2. | DRAFT Library Board Organizational meeting minutes - November 13, 2013 |



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #4  
(November 27, 2013)  
In Advance of December 3, 2013 Regular Council Meeting**

Page

**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |         |   |
|---------|---|
| 2 - 3   | 1. Letter from Jacob Bott requesting plastic recycle bins and Town of Hinton initial response |
| 4 - 7   | 2. Foothills Research Institute ("FRI") Newsletter - 3 Grizzlies Killed in 2013               |
| 8 - 9   | 3. AB Senior Citizens Housing Association ("ASCHA") Information Email - November 25, 2013     |
| 10 - 11 | 4. AB Govt News Release - Improving Ground Ambulance Services                                 |
| 12 - 22 | 5. GYPSD December, 2013 News Update   |
| 23 - 24 | 6. GYPSD 2013 Key Messages  |

**REPORTS & MINUTES FOR INFORMATION**

- |         |   |
|---------|---|
| 25 - 29 | 1. Councillor Dale Currie Report re attendance at 2013 AUMA convention in Calgary |
|---------|---|