



**Town of Hinton
REGULAR MEETING OF COUNCIL
AGENDA
Tuesday, May 5, 2015 - 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.**

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Regular Council Agenda - May 5, 2015

CITIZENS "MINUTE WITH COUNCIL"

- 1.

DELEGATIONS AND PRESENTATIONS

1. Imagine Conference - Presented by Charlotte Thomasson

COUNCIL MINUTES FOR ADOPTION

- | | |
|--------|---|
| 3 - 4 | 1. Standing Committee of Council Minutes - April 21, 2015 |
| 5 - 7 | 2. Standing Committee of Council Minutes - April 28, 2015 |
| 8 - 11 | 3. Regular Meeting of Council Minutes - April 21, 2015 |

ACTION ITEMS

- | | |
|---------|---|
| 12 - 14 | 1. Community Special Events Tents - Presented by Christopher Reed |
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INFORMATION ITEMS

- | | |
|----|--|
| 15 | 1. Council Information Package #1 - previously circulated April 22, 2015 |
| 16 | 2. Council Information Package #2 - previously circulated April 29, 2015 |



**Town of Hinton
Regular Meeting of Council
AGENDA
May 5, 2015
Council Chambers**

REPORTS FROM MAYOR, COUNCIL, TOWN MANAGER

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

ADJOURNMENT

1. Call for Adjournment of Meeting



**TOWN OF HINTON
STANDING COMMITTEE OF COUNCIL
MEETING MINUTES
April 21, 2015**

PRESENT: Mayor Rob Mackin, Deputy Mayor Marcel Michaels
Councillors Ryan Maguhn, Glen Barrow, Matthew Young

ABSENT: Councillor Stuart Taylor (leave of absence)
Councillor Dale Currie
Rhonda West - Legislative & Administrative Services Coordinator

SECRETARY: Lil Wallace - Executive Assistant

ALSO PRESENT: Mike Schwirtz - Town Manager
Denise Parent - Director of Corporate Services

ORDER

Deputy Mayor Marcel Michaels called the Standing Committee Meeting to order. The time was 3: 02 p.m.

ADOPTION OF AGENDA

There was consensus to accept the Standing Committee Meeting Agenda of April 21, 2015 as presented.

ACTION AND DISCUSSION ITEMS

Refer to the Standing Committee Meeting Agenda package for [April 21, 2015](#) for detailed background information on these decisions.

Town of Hinton Consolidated Financial Statements Year Ended December 31, 2104

Gerald Joly, auditor for the Town of Hinton, reviewed with Council the Town's consolidated financial statements for 2014. Council had an opportunity to ask Mr. Joly questions to better understand the statements.

Councillor Ryan Maguhn arrived late at 3:19 p.m.

There was consensus that this presentation be accepted for information.

IN CAMERA

G. BARROW - That Standing Committee move in camera.

Carried

The time was 3:47 p.m. The Chair called a short recess and the meeting reconvened at 3:50 p.m.

G. BARROW - That Standing Committee revert to regular session.

Carried

The time was 4:05 p.m.

Initial

ADJOURNMENT

M. YOUNG - That Standing Committee Meeting of Council adjourn.

Carried

The time was 4:06 p.m.

Deputy Mayor

Director of Corporate Services

Initial



**TOWN OF HINTON
STANDING COMMITTEE OF COUNCIL
MEETING MINUTES
April 28, 2015**

PRESENT: Deputy Mayor Marcel Michaels, Councillors Dale Currie, Ryan Maguhn, Glen Barrow

ABSENT: Mayor Rob Mackin, Councillors Matthew Young, Stuart Taylor

SECRETARY: Rhonda West - Executive Assistant

ALSO PRESENT: Mike Schwirtz - Town Manager
Denise Parent - Director of Corporate Services

ORDER

Deputy Mayor Marcel Michaels called the Standing Committee Meeting to order. The time was 4:00 p.m.

ADOPTION OF AGENDA

Deputy Mayor Michaels noted that Council will hear Action Item #2 first due to delegation in attendance.

Councillor Maguhn requested an item be added to the agenda: Action Item #3 – LAVIII Monument. Council granted consensus for the addition.

Town Manager, Mike Schwirtz, requested an item for discussion In Camera relating to a land matter (FOIP). Council granted consensus for the addition.

There was consensus to accept the Standing Committee Meeting Agenda of April 28, 2015 as amended.

DELEGATIONS AND PRESENTATIONS

People Inc.

Joan Janeczko gave Council a short presentation on People Inc. which is a movement that has been started that is aimed at bringing inclusion into the community. It is based on the concept of BRAVO – belong, respect, acceptance, value and ownership. An example she provided is H2O Inc. which is a swim program that began with 5 children of varying degrees of challenges and has since grown to 13 participants (5 with challenges and 8 without) where participants learn to swim, socialize and have fun and is about everyone belonging together and building each other's confidence. Ms. Janeczko asked Council to look at current programs and see how they can be modified to become inclusive.

Special Events Tent

Morgan Roberts, Chairperson of the Fohn Festival Committee, gave Council a presentation on Special Events Tents and requested that Council formally approve \$15,000 of funding outlined in the 2015 Capital Budget (current status of the item is yellow meaning it requires formal Council approval). The committee is prepared to contribute \$14,000 towards the purchase of tents for use at the Fohn Festival and to the community.

Initial

ACTION AND DISCUSSION ITEMS

Refer to the Standing Committee Meeting Agenda package for [April 28, 2015](#) for detailed background information on these decisions.

Special Events Tents

There was consensus to direct Administration to bring a report to Regular Council on May 5, 2015 with respect to requesting formal approval of line 5.1 (under the Automated Traffic Enforcement funds) of the 2015 Capital Budget.

There was consensus to direct Administration to provide a report to Council on the logistics of the program.

Housing Funds Allocation / Municipal Affairs

There was consensus to support a request to Municipal Affairs in regards to the \$1M from sale proceeds of the Rural and Native Housing (Evergreen Portfolio) to be applied towards:

- **Habitat for Humanity program to build perpetually affordable market ownership homes (\$700,000)**
- **Balance of funding to be applied to Hinton's future contribution to the Evergreen Facility Upgrade**
- **In the event the Evergreen Facility Upgrade is not an option (Municipal Affairs does not approve) then the balance of funding to be applied to other projects that meet the criteria**

LAVIII Monument

Councillor Maguhn provided Council with information on a program by The Canada Company. The program is aimed at helping 250 communities across Canada apply for and install a LAVIII monument in honour of those Canadians who have served in Afghanistan. A LAVIII is a light armoured vehicle utilized by Canadian Forces personnel.

There was consensus to direct Administration to do some basic logistics (costs, benefits, challenges, opportunities) investigation into the LAVIII monument program as supported by The Canada Company and bring a report back to Council.

ADDITIONAL INFORMATION

Urgent Matters from Council

Town Manager Status Report

Town Manager Mike Schwartz presented an update on the Council Action Pending List and on administrative matters.

Initial

Executive Assistant Logistics Information

MOVE IN CAMERA

CURRIE - That Standing Committee move in camera.

Carried

The time was 5:29 p.m. The Chair called for a short recess and the meeting reconvened at 5:36 p.m.

CURRIE - That Standing Committee revert to regular session.

Carried

The time was 6:30 p.m.

ADJOURNMENT

BARROW - That Standing Committee Meeting of Council adjourn.

Carried

The time was 6:31 p.m.

Deputy Mayor

Town Manager

Initial



TOWN OF HINTON REGULAR COUNCIL MEETING MINUTES April 21, 2015

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

ABSENT: Councillor Stuart Taylor (leave of absence)
Rhonda West - Legislative & Administrative Services Coordinator

SECRETARY: Lil Wallace - Executive Assistant

ALSO PRESENT: Mike Schwirtz - Town Manager
Denise Parent - Director of Corporate Services

ORDER

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

ADOPTION OF AGENDA

Councillor Glen Barrow asked that a "rezoning matter" be added as action item #7.

Town Manager Mike Schwirtz asked that two in camera items be added, stating both are in camera "Land Matters" (FOIP).

D. CURRIE - That the agenda of the Regular Council Meeting held April 21, 2015 be adopted as amended.

Carried

CITIZENS "MINUTE WITH COUNCIL"

Joan Janeczko wanted to update council that there is lots of interest being shown towards People Inc. This group will be attending the Standing Committee of April 28, 2015 as a delegation and more information will be provided at that time.

DELEGATIONS AND PRESENTATIONS

There were no delegations or presentations.

COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes - April 7, 2015
2. Standing Committee of Council Minutes - April 14, 2015

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

Carried

Initial

ACTION ITEMS

Refer to the Regular Council Meeting Agenda package for [April 21, 2015](#) for detailed background information on these decisions.

1. Town of Hinton Consolidated Financial Statements Year Ended December 31, 2014

Gerald Joly, auditor for the Town of Hinton, reviewed with Council the Town's consolidated financial statements for 2014. Council had an opportunity to ask Mr. Joly questions to better understand the statements.

D. CURRIE - That Council approve the 2014 Financial Statements for the Town of Hinton as presented.

Carried

2. Nuisance Bylaw #1087

R. MAGUHN - That Council give Nuisance Bylaw #1087 first reading.

Carried

M. MICHAELS - That Council give Nuisance Bylaw #1087 second reading.

Carried

D. CURRIE - That Council seek public feedback on Nuisance Bylaw #1087 for a period of three weeks.

Carried

3. Policy #082, Recreation & Parks User Fee Policy

R. MACKIN - That this policy, as well as a review of the fee schedule of other inventory items of the Parks, Recreation & Culture Department, be referred to the Standing Committee of May 12, 2015.

Carried

4. Innovista Lot 9A Offer

M. YOUNG - That Council accept the offer from 636532 Alberta Ltd. to purchase 366 Fleming Drive (Lot 9A, Block 1, Plan 1021741) located in Innovista Phase 1, at the price with terms/conditions as previously circulated and reviewed by Council in camera.

Carried

5. 2015 Tax Levy Bylaw # 1095

M. MICHAELS - That Council give Tax Levy Bylaw #1095 First reading.

Carried

R. MAGUHN - That Council give Tax Levy Bylaw #1095 Second reading.

Carried

Initial

M. YOUNG - That Council give Tax Levy Bylaw #1095 Unanimous Consent for Third reading.

Carried

G. BARROW - That Council give Tax Levy Bylaw #1095 Third and final reading.

Carried

6. Supplementary Property Tax Bylaw #1096

D. CURRIE - That Council gives First reading of Bylaw #1096.

Carried

M. YOUNG - That Council gives Second reading of Bylaw #1096.

Carried

G. BARROW - That Council gives Unanimous Consent for Third reading of Bylaw #1096.

Carried

R. MAGUHN - That Council gives Third reading of Bylaw #1096

Carried

7. Rezoning Matter

Councillor Glen Barrow advised Council of his request that Administration bring a report to the Standing Committee meeting of May 12, 2015 setting out the various rezoning options for the “Learning and Leisure Corridor” area of Hinton. Council agreed to this request.

INFORMATION ITEMS

1. Council Information Package #1 - previously circulated April 8, 2015
2. Council Information Package #2 - previously circulated April 15, 2015

M. YOUNG - 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)

Councillors reported on the various committees, meetings and activities they attended since the last Regular Council meeting and what they plan on attending in the coming weeks.

Councillor Barrow thanked the infrastructure division street cleaning crew for the hard work being done to clean the streets and he asked that his thanks be passed along to the crew.

2. Town Manager Report

Town Manager Mike Schwirtz provided an update on administrative matters.

Initial

MOVE IN CAMERA

M. MICHAELS - That Standing Committee move in camera.

Carried

The time was 6:00 p.m.

M. MICHAELS - That Standing Committee revert to regular session.

Carried

The time was 7:33 p.m.

ADJOURNMENT

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

Carried

The time was 7:34 p.m.

Mayor

Director of Corporate Services

Initial



TOWN OF HINTON REQUEST FOR DECISION

DATE: April 30, 2015

TO: **REGULAR MEETING OF COUNCIL OF MAY 5, 2015**

FROM: Christopher Read, Recreation & Culture Manager

REVIEWED BY: Mike Schwirtz, Town Manager

APPROVED BY: Mike Schwirtz, Town Manager

RE: **Community Special Event Tents**

Recommendation:

That Council direct Administration to move forward with the purchase of community event tents following a strategy described in option 2 of this report.

Concluding Statement

This purchase, and associated storage/inventory/rental program, will meet the needs of the Föhn Festival (and support many other events in the community) as well as reduce the amount of money sent out of our community annually for tent rental.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal & Provincial Laws	Yes	Council has the legal right to support this initiative.
Community Sustainability Plan	Yes	This initiative is connected to all five pillars of the Hinton 2040 sustainability plan, but relates mainly to “Strategy 1: Ensure that arts and culture play a key role in enhancing civic pride and quality of life for the community through cultural, social and economic development.”
Council’s Strategic Plan	Yes	This initiative will enable our signature festival to operate more efficiently, and will support other cultural and recreational events in our community. Additionally, this will keep more local money spent locally. Therefore it will contribute to both a “Vibrant Community” and to “Sound, Responsible Governance.”
Long Term Capital Plan or Adopted budget	Yes	There are capital dollars allocated to this initiative in action item #5.1 in the amount of \$15,000, and there are operational budget funds allocated annually to support the Föhn Festival in the amount of \$12,000.

Background / Introduction

This item is before Council as directed at the April 28, 2015 Standing Committee Meeting, for decision.

Options

1. Combine funds as Föhn Festival has proposed (\$15k ToH, \$14k Föhn) to purchase Community Event Tents (approximately 10 – 10’x10’ pop up style, and 10 – 10’x20’ heavy duty style) and have the Town own, store, and rent out these tents to community groups throughout the year. These tents will be permanently booked for Föhn, but other than that will be available to groups to rent for a cost-recovery fee. Pick-up, delivery, set-up, take-down, and return delivery for events will be the responsibility of the booking group. A full administrative procedure, mimicking what we currently do for other cultural assets, will be implemented. Storage will have to be sourced and paid for (Sea Can behind the Rec Centre or Guild), and a repair/replacement line item will need to be added to the Arts and Culture budget. The high level details would look like this:
 - a. To continue to support Föhn, and to maintain the “Hinton’s Signature Event” sponsorship, the operations budget to Föhn would be reduced from \$12,000 to \$6,000 annually with no future reductions planned (i.e. this would be the end of the “weaning” process originally set up)
 - b. To recognize the contribution of Föhn in 2015 with the purchase of tents, the annual Föhn rental cost would be waived (also part of maintaining the “Hinton’s Signature Event” Town sponsorship)
 - c. A \$6,000 “Community Event Tent Maintenance” line item will be created in the annual Arts and Culture operations budget. In 2016 this would likely be used for purchase of the Sea Can.
 - d. The Town then accepts the liability for storage, inventory, repair and maintenance of the tents and ensuring they are available absolutely 100% of the time for Föhn. There will be staffing costs for this program, estimated to increase our operations expenses by \$5000 annually.

2. Use the funds in action item #5.1 to purchase a Sea Can for storage of existing tents, plus some new tents, and direct Administration to work with local tent holders and tent users to create a functioning system to maximize what we already have in the community, and purchase only enough additional tents to meet the needs of Föhn and other partners (i.e. Wild Mountain). This will require adaptability on the layout at Föhn and creativity in purchasing more flexible new tents, and using existing tents for their festival. This will mean more efficiency in existing tent usage, and a more versatile tent inventory for our community – and really maximize the funding available in the community.
 - a. Wild Mountain is very interested in this second idea, and are interested in possibly contributing financially to this idea too in a similar agreement to Föhn. Option 1 above does not benefit them as 10’x20’ tents are too inflexible for their festival.
 - b. To continue to support Föhn, and to maintain the “Hinton’s Signature Event” sponsorship, the operations budget to Föhn be reduced from \$12,000 to \$6,000 annually with no future reductions planned (i.e. this would be the end of the “weaning” process originally set up)
 - c. To recognize the contribution of Föhn, and any other partners to this initiative (i.e. Wild Mountain) with the purchase of tents, the annual Föhn (and other partners) rental cost would be waived (also part of maintaining the “Hinton’s Signature Event” Town sponsorship)

- d. A \$6,000 “Community Event Tent Maintenance” line item will be created in the annual Arts and Culture operations budget. In 2016 this would likely be used for purchase of the Sea Can.
 - e. The Town then accepts the liability for storage, inventory, repair and maintenance of the tents and ensuring they are available absolutely 100% of the time for Föhn and any other partners to the initiative (i.e. Wild Mountain). There will be staffing costs for this program, estimated to increase our operations expenses by \$5,000 annually.
3. Maintain the status quo, with Föhn renting each year and existing community tents remaining under-utilized but always available to their respective events. There would be no budget impact for this option.

Administration Assessment of Options and Conclusion

Option 1 will meet the pressing matter of meeting the needs of Föhn with the compromise of being less responsive to the broader community. This option will work out very well for our community.

Given the creativity, collaboration and openness of the myriad of community groups in our community – most notably Wild Mountain and Föhn in this case - there is also an opportunity to make option 2 work out very well for our community.

At this time, administration feels that option 1 is the most responsive to Föhn but will not support the broader community as effectively, while option 2 is the most responsive to the entire community but will require more adaptation by Föhn.

Option 3 will not meet Councils stated goals of creating a system to provide for better access to community event tents and keeping local money spent locally.

Town Manager Comments

This represents an acceptable model for at least two of the larger events in Hinton but it will create a resource requirement for Town administration that will in turn require budget dollars to support.

Advisory Committee Comments / Public Feedback

Event Tents are commonly used in our community, in various sizes and strengths. Most smaller events, such as the Run in the Rockies or the Beaver Bike Fest, use the smaller “pop-up” style, mostly sourced from local businesses. The larger, more durable tents are used regularly as well, for example at the Biathlon this past winter. One tent did get caught in the wind during setup and suffer damage (this is a normal risk, and combined with the time required for storage/inventory/control reflects the main impediment to more tent access in our community).

Rotary does not believe that more single-use tents are best for the community and supports the principles in option 2.

Wild Mountain believes there is an opportunity to get a better bang for the tenting buck with principles in option 2.



Town of Hinton
COUNCIL INFORMATION PACKAGE #1 - 22 Apr 2015
(April 22, 2015)
In Advance of May 5, 2015 Regular Council Meeting

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

- | | | |
|---|----|---|
| 2 | 1. | Response Letter to Dino Brown re Drinnan Manor housing guarantee proposal |
| 3 | 2. | Letter to Hinton Municipal Library Board supporting enhanced services |

REPORTS & MINUTES FOR INFORMATION



Town of Hinton
COUNCIL INFORMATION PACKAGE #2 - 29 Apr 2015
(April 29, 2015)
In Advance of May 5, 2015 Regular Council Meeting

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

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| 2 - 5 | 1. | GYPSP Board News |
| 6 - 7 | 2. | Trans Mountain Expansion Project Update |
| 8 - 11 | 3. | 2014 Financial Statements Audit Letter from Mergaert, Barford, Williams & Joly |

REPORTS & MINUTES FOR INFORMATION

- | | | |
|----|----|--------------------------|
| 12 | 1. | Golf Course Lease Update |
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