



Town of Hinton
STANDING COMMITTEE MEETING
Agenda
September 27, 2016 - 4:00 PM
Committee Room, Hinton Government Centre

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. Standing Committee Agenda - September 27, 2016

CITIZENS "MINUTE WITH COUNCIL"

ACTION AND DISCUSSION ITEMS

- 2 - 3 1. Pre-Organizational Meeting Items - Presented by Rhonda West (5 minutes)
 - Council Meeting Dates and Times
 - Council Representation on Boards and Committees

ADDITIONAL INFORMATION

- 4 - 8 1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
3. Legislative and Executive Assistant Logistics Information

ADJOURNMENT

1. Adjournment

2016 / 2017 Council Meeting Schedule

	November 2016						December						January 2017								
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Pre-Organizational Meeting		1	2	3	4	5			6	7	8	9	10	1	2	3	4	5	6	7	
		7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31					
February	February						March						April								
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3	4								1
		6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29		
														30							
May	May						June						July								
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	6					1	2	3							1
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
														30	31						
August	August						September						October								
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5						1	2	1	2	3	4	5	6	7
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

Regular	Standing	FCM Conference	Organizational Meeting	Holiday	General Municipal Election
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2016-2017 COUNCIL REPRESENTATION ON BOARDS & COMMITTEES

GLEN BARROW	RYAN MAGUHN	ALBERT OSTASHEK	STUART TAYLOR	MATTHEW YOUNG	MARCEL MICHAELS	ROB MACKIN
Disaster Services Committee (1 of 3)	Disaster Services Committee (2 of 3)	Mary Reimer Park Society	West Fraser Pulpmill Advisory Committee	Hinton Municipal Library Board	Nominations Review Committee (3 of 3)	Evergreen Foundation Board
911 Call Centre Mgmt Committee	Inter-Municipal Committee (Yellowhead County) (2 of 3)	Personnel/Council Liaison (3 of 3)	Forest Resources Advisory Committee (FRAG)	Nominations Review Committee (2 of 3)	West Yellowhead Regional Waste Management (2 of 2)	Northern AB Mayors
Personnel/Council Liaison (1 of 3)	Personnel/Council Liaison (2 of 3)	Community Engagement & Advisory Committee (CEAC)	Community Futures West Yellowhead (1 of 2)	West Yellowhead Regional Waste Management (1 of 2)	Community Futures West Yellowhead (2 of 2)	Inter-Municipal Committee / Yellowhead County (1 of 3)
Inter-Municipal Committee (Yellowhead County) (of 3)	Nominations Review Committee (1 of 3)					Disaster Services Committee (3 of 3)
ALTERNATE: Nominations Review Committee Community Futures West Yellowhead	ALTERNATE: Mary Reimer Park Society Hinton Municipal Library Board	ALTERNATE: Forest Resources Advisory Committee (FRAG) 911 Call Centre Management Hinton Municipal Library Board	ALTERNATE: West Yellowhead Regional Waste Management	ALTERNATE: Personnel/Council Liaison West Fraser Pulpmill Advisory Disaster Services Committee	ALTERNATE: Inter-Municipal Committee (Yellowhead County) Evergreen Foundation Board	ALTERNATE: Community Engagement & Advisory Committee (CEAC)

*Grievance Committee Removed (2016)

COUNCIL ACTION PENDING LIST
as of September 23, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
12 Feb 2013	Standing	MD - 0739	Review pros/cons of metering water and how to move to phased implementation plan; bring back to council.	Dale Woloszyn		31 Dec 2016	Pending	Project Plan to be approved by Council by Dec. 31/15. Will engage CEAC for public feedback. Will bring to October, 2016 Standing Committee.
23 Sep 2014	Standing	MD - 1186	After LUB review/updated completed, return "Vacant Land and Under-Developed Land" report back to council	Wendy Jones	Mindi Petkau	01 Dec 2016	In Progress	LUB is currently under a review by Administration and ISL. Final Meeting with Council to review final changes before public process. Draft LUB presented to Council in June 2016, target date for adoption is September 6, 2016. Date moved to accommodate LUB approval.
02 Dec 2014	Regular	MD - 1221	Opening Rec Centre on Statutory Days: Continue trial for additional 2-year period; bring attendance results back to Council after that time.	Laura Howarth	Hans van Klaveren	01 Dec 2016	In Progress	Designated stat holidays are being trialed and results will be reported to Council in December 2016.

COUNCIL ACTION PENDING LIST
as of September 23, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
13 Jan 2015	Standing	MD - 1229	Housing Funds Allocation/Municipal Affairs (4 houses): Prepare a plan to allocate the \$1M sale proceeds. SC Direction April 28, 2015 - Send a request to Municipal Affairs in regards to the \$1M from sale proceeds of the Rural and Native Housing to be applied to 1) Habitat for Humanity; 2) Balance of funding to be applied to Hinton's future contribution to the Evergreen facility upgrade; 3) in the event the Evergreen Facility Upgrade is not an option then the balance of the funding to be applied to other projects that meet the criteria	Denise Parent		30 Jun 2015	In Progress	April 9/15 - Discussion with Don Squires from Capital Initiatives of Municipal Affairs as to project proposals of the sale proceeds within the Town of Hinton. He suggested that Habitat would be a good proposal or any project that supports attainable housing. A letter is to be drafted with proposals for their consideration. April 28/15 - Report went to Standing Committee; May 4/15 - Letter submitted to Housing Development MA requesting transfer of funds, awaiting response. Response delayed due to May 5/15 Provincial election. Nov 2015 followed up with an email as to status. Sep 12/2016 Received confirmation email that minister has approved the request. September 21: Still awaiting the funds.
03 Feb 2015	Regular	MD - 1302	That Administration provide a similar report on development permit deposits (update) within twelve months to review the status of outstanding deposits.	Wendy Jones		03 Feb 2016	In Progress	Development deposits are now up to date. Administration will present a report on system changes April 26, 2016. Deposits all up to date - report to Council May 3, 2016. Report delayed due to work priorities. All development deposits remain up to date.

COUNCIL ACTION PENDING LIST

as of September 23, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
16 Jun 2015	Regular	MD - 1290	Research all options for the mobile home parks conditions and issues, including roads and number of exits. Bring back to Standing Committee.	Wendy Jones	Mike Schwirtz	30 Nov 2016	In Progress	Fire, Bylaw, Planning and Town Manager met to discuss and evaluate new strategies. The Safer Communities and Neighbourhoods Act of Alberta was reviewed with legal advice and the findings were that this Act does will not support us. Legal is aware of similar issue in another community and is going to review and see what approach we may take. Update Aug 6/15 date moved to allow for further research. Moving date to November, 2016 due to required research.
23 Jun 2015	Standing	MD - 1296	Town Campground: Prepare "business case" to install full or partial services at the campground; and/or exit strategy to get out of the campground business by Jan./16.	Wendy Jones	Gordie Lee	30 Sep 2016	Pending	Moved to Q3, 2016 (from April, 2016) due to scope of work and administration capacity.
01 Sep 2015	Regular	MD - 1315	Beaver Boardwalk: Prepare a brochure which includes detailed map of boardwalk; to be included in the 2016 budget.	Mike Schwirtz	Emily Olsen	01 Jun 2017	In Progress	Plan is in place to have brochure produced by end of year. Working with a publisher to have brochure ready for Spring, 2016. Awaiting content and review. We are working down one direction but have now applied for funding through FRIAA which will include signage and a number of improvements at the beaver boardwalk. Revised completion date is June, 2017.

COUNCIL ACTION PENDING LIST

as of September 23, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
01 Sep 2015	Regular	MD - 1345	Proceed with consultant to engage in a 10-year Strategic Plan for the Dr. Duncan Murray Recreation Centre evaluation.	Wendy Jones	Laura Howarth	01 Apr 2017	In Progress	Plan is being developed. Brought to Standing Committee meeting on June 28th. Preparing concept plan and public feedback process.
13 Oct 2015	Standing	MD - 1326	Develop a long term development plan for the Athabasca Riverfront Park (including considering developing priorities for the plan including riverfront access).	Laura Howarth	Hans van Klaveren	31 Oct 2016	In Progress	Information gathered from operating for a second season / park use will be taken into consideration.
27 Oct 2015	Standing	MD - 1334	Develop a modest grant system to cover part of the cost of going to a standardized box for a key box program.	Mike Schwartz	Todd Martens	01 Dec 2016	In Progress	Delayed due to work priorities. Will bring back during budget process.
27 Oct 2015	Standing	MD - 1335	Incorporate terminology around the new and existing buildings on the key box program for a phased in period.	Mike Schwartz	Todd Martens	01 Dec 2016	In Progress	Delayed due to work priorities. Will bring back during budget process.
27 Oct 2015	Standing	MD - 1336	Bring the key box bylaw to Regular Council for a decision	Mike Schwartz	Todd Martens	01 Dec 2016	In Progress	Delayed due to work priorities. Will bring back during budget process.
10 May 2016	Standing	MD - 1366	Review the Public Art Policy in 2016 regarding how donations from residents can be incorporated.	Laura Howarth	Denise Parent	30 Dec 2016	Pending	Low priority at this time. Issue prompting this review is being managed separately.
17 May 2016	Regular	MD - 1368	Explore the possibility of a helipad at the Hinton Hospital.	Gordie Lee		31 Dec 2016	Pending	
28 Jun 2016	Standing	MD - 1373	Municipal Planning Commission: Remove MPC component from draft LUB and bring a report back to Council providing a review of feedback received under the new LUB in June, 2017.	Wendy Jones		30 Jun 2017	Pending	
28 Jun 2016	Standing	MD - 1374	Recreation Centre 10 Year Strategy: Proceed with concept plan, stakeholder engagement under Concept 1 - New Components (Aquatic Centre, Fieldhouse) added to Dr. Duncan Murray Recreation Centre and conduct an Open House by the end of October, 2016.	Wendy Jones		31 Oct 2016	Pending	
12 Jul 2016	Regular	MD - 1375	Commercial Waste Collection: Explore alternate service delivery for Commercial Waste Collection and bring report back to Standing Committee.	Gordie Lee		28 Mar 2017	Pending	

COUNCIL ACTION PENDING LIST

as of September 23, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
12 Jul 2016	Standing	MD - 1376	Driving Behaviours at Brookhart Corner: Bring report to Regular Council options relating to a) increased bylaw and RCMP presence; and b) the purchase of two portable "This is Your Speed" signs and additional information related to permanent signage (on each end of town) warning drivers about photo radar enforcement in the community.	Mike Schwirtz	Todd Martens	30 Oct 2016	Pending	
13 Sep 2016	Standing	MD - 1377	PB Review: Bring back information to council regarding opportunities to expand digital citizen feedback during the 2017 budgetary process	Denise Parent		15 Dec 2016	Pending	
13 Sep 2016	Standing	MD - 1378	RRFB: Based upon the results of the transportation master plan and trial, proceed with further direction on the implementation of RRFBs (including a 2016 trial)	Gordie Lee	Wendy Jones	23 Jan 2017	Pending	
13 Sep 2016	Standing	MD - 1379	Seniors Housing: Provide a report to Council with respect to identifying developer needs and feedback for a seniors housing development to a Standing Committee meeting in December, 2016.	Wendy Jones		12 Dec 2016	Pending	