



**Town of Hinton  
REGULAR MEETING OF COUNCIL  
AGENDA**

**Tuesday, February 7, 2017 - 4:00 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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**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Regular Council Agenda - February 7, 2017

**COUNCIL MINUTES FOR ADOPTION**

- 2 - 4 1. Regular Meeting of Council Minutes - January 17, 2017

**CITIZENS "MINUTE WITH COUNCIL"**

**DELEGATIONS AND PRESENTATIONS**

1. Hinton Geo-Thermal District Energy - Pre-Feed Study Status Report - Presented by Lisa Mueller, Director, CEO & President and TM Gunderson, Director and CFO

**ACTION ITEMS**

- 5 - 8 1. Town of Hinton Library Board Bylaw #1105 - Presented by Mike Schwirtz
- 9 - 12 2. Line of Credit for Operating Expenses Bylaw #1107 - Presented by Denise Parent

**INFORMATION ITEMS**

- 13 - 14 1. Council Information Packages #1 and #2 for February 7, 2017

**REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER**

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)
- 15 2. Councillor Information Requests (Email)
3. Chief Administrative Officer Report

**ADJOURNMENT**

1. Call for Adjournment of Meeting



## TOWN OF HINTON

Minutes of the Regular Meeting of Council  
held January 17, 2017  
in Council Chambers

### Present:

Deputy Mayor Albert Ostashek, Councillors Glen Barrow, Ryan Maguhn, Matthew Young

### Also in Attendance:

Mike Schwartz, Chief Administrative Officer, Denise Parent, Director of Corporate Services, Laura Howarth, Director of Community Services, Gordie Lee, Director of Infrastructure Services, Wendy Jones, Director of Planning & Development, Rhonda West, Executive & Legislative Assistant

**Refer to the Regular Council Meeting Agenda package for [January 17, 2017](#) for detailed background information.**

### ORDER

Deputy Mayor Albert Ostashek called the Regular Council meeting to order. The time was 4:00 p.m.

### ADOPTION OF AGENDA

**YOUNG - That the agenda be adopted as presented.**

**CARRIED**

### COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes – December 20, 2016
2. Standing Committee of Council Minutes – January 10, 2017

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

**CARRIED**

### CITIZENS "MINUTE WITH COUNCIL"

No one came up to speak.

### DELEGATIONS AND PRESENTATIONS

There were no delegations.

### ACTION ITEMS

1. Town of Hinton Municipal Library Board Bylaw #1105

**BARROW - That Council give the Town of Hinton Library Board Bylaw #1105 first reading.**

**CARRIED**

**MAGUHN - That Council give the Town of Hinton Library Board Bylaw #1105 second reading.**

**CARRIED**

2. 2017 Draft Operating & Capital Budgets

**MAGUHN - That Council accepts for information the 2017 proposed Operating Budget of \$34,322,855 and the One-time Operating and Capital Budget of \$18,625,058 and instruct Administration to circulate for public feedback for a period of four weeks.**

**CARRIED**

**YOUNG - That Council approves \$6,985,000 from the Capital Budget in order to tender the projects in a timely manner to complete the work in 2017.**

**CARRIED**

**INFORMATION ITEMS**

1. Council Information Packages #1, #2 and #3 for January 17, 2017

**YOUNG - That Council Information Packages #1, #2 and #3 for January 17, 2017 be accepted for information.**

**CARRIED**

**REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER**

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.

**YOUNG – That Council direct Administration to bring a report to Council with respect to subsidized/free transit passes for different groups in our community and practices in other communities.**

**CARRIED**

2. Councillor Information Requests (Email)

Refer to page 96 of the January 17, 2017 Regular Council Agenda.

3. Chief Administrative Officer Report

Chief Administrative Officer Mike Schwirtz provided an update on administrative matters.

**MOVE IN CAMERA**

**YOUNG - That the Regular Council meeting move in camera.**

**CARRIED**

The time was 4:48 p.m.

**BARROW - That Regular Council meeting revert to regular session.**

**CARRIED**

The time was 5:11 p.m.

**ADJOURNMENT**

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

**CARRIED**

The time was 5:11p.m.

\_\_\_\_\_  
Mayor

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



# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** January 31, 2017

**TO:** REGULAR MEETING OF COUNCIL OF FEBRUARY 7, 2017

**FROM:** Mike Schwirtz, Chief Administrative Officer

**RE:** Town of Hinton Library Board Bylaw #1105

**Recommendation:**

1. That Council give the Town of Hinton Library Board Bylaw #1105 third and final reading.

**Concluding Statement**

With the Letter of Understanding between the Town of Hinton and the Hinton Library Board in place, Bylaw #1105 provides the legislative authority for the establishment of the Town of Hinton Library Board.

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

| Conforms with:                           | Yes/No/Partial | Comments   |
|--|----------------|--|
| Municipal and Provincial Laws            | Yes            | The <i>Libraries Act</i> provides that a council may, by bylaw, establish a municipal library board.   |
| Community Sustainability Plan            | Yes            | Libraries in the community promote learning, culture, and volunteerism by having community members serve on important boards and committees. |
| Council's Strategic Plan                 | Yes            | The library is an important facility for Hinton and the surrounding community and helps promote Hinton as a regional hub.                    |
| Long Term Capital Plan or Adopted budget | N/A            |  |

**Background / Introduction**

This item is before Council to formally approve the Bylaw #1105 with respect to the establishment of the Town of Hinton Library Board.

**Options**

1. That Council give Bylaw #1105 third and final reading;
2. That Council not give Bylaw #1105 final reading;
3. That Council provide further direction to Administration.

**Administration Assessment of Options and Conclusion**

Council formally approved the Letter of Understanding between the Town of Hinton and the Town of Hinton Library Board at the Regular Meeting of Council on September 20, 2016. The Letter of Understanding addresses funding and operational models while providing the Board autonomy on providing and maintaining services. Council gave first and second readings to the Bylaw at the Regular Meeting of Council on January 21, 2017. If formally approved by Council, Bylaw #1105 will establish the Library Board under the authority of the *Libraries Act* and provide a framework for board membership, terms and role of the board.

**Advisory Committee Comments / Public Feedback**

Administration worked with the Library Board while developing the proposed bylaw. The Board is satisfied with the draft presented before Council.

**Attachment**

1. Draft Bylaw #1105



## TOWN OF HINTON BYLAW #1105

### A BYLAW OF THE TOWN OF HINTON, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE TOWN OF HINTON LIBRARY BOARD

**WHEREAS** pursuant to the *Libraries Act*, Chapter L-11, R.S.A. 2000 and amendments thereto,

- Council may pass bylaws providing for the establishment of a municipal library board;
- The municipal library board is a corporation that shall be known as “The Town of Hinton Library Board”; and
- Members of the municipal library board are appointed by Council

**AND WHEREAS** the *Libraries Act* and *Libraries Regulation* govern the provision of library services within a municipality;

**NOW THEREFORE** the Council of the Town of Hinton duly assembled enacts as follows:

#### 1. DEFINITIONS

- 1.1 “Board” means the Town of Hinton Library Board;
- 1.2 “Chief Administrative Officer” means the Chief Administrative Officer of the Town of Hinton or anyone authorized by the Chief Administrative Officer to act on his/her behalf;
- 1.3 “Council” means the municipal council of the Town of Hinton;
- 1.4 “Member” means an individual appointed as a member of the Board.

#### 2. APPOINTMENTS

2.1 A Municipal Library Board to be known as the Town of Hinton Library Board is hereby established in and for the Town of Hinton.

2.2 The Board shall consist of up to seven (7) voting members as follows:

- i) Four (4) to six (6) citizens of which one (1) may be a resident of Yellowhead County, Ward 8 and
- ii) One (1) Council member.

2.3 All members shall be appointed at the Annual Organizational Meeting of Council and shall become effective as of the date of the resolution, unless otherwise designated.

2.4 The members appointed shall serve the following terms:

- i) The member of Council shall be appointed annually at the Organizational Meeting of Council;
- ii) A member may serve on the Board for a maximum of three (3) consecutive three (3) year terms after which he or she shall step down for at least one year before being eligible to serve again. The initial appointments for the eight citizens shall be staggered so that three of the member terms expire or are eligible for re-appointment each year;

- iii) In the event of a vacancy occurring, the person appointed by resolution of Council to fill such vacancy shall hold office for the remaining term of his/her predecessor.

**3. ROLE OF THE BOARD**

3.1 The budget and the estimate of the money shall be forthwith submitted to the Chief Administrative Officer.

3.2 Neither the Board nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member have any power to authorize any expenditure to be charged against the Town.

**4. ENACTMENT**

4.1 That Bylaw #1049 is hereby rescinded.

4.2 That this Bylaw shall come into full effect on the day of the final passing thereof.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES





# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** February 2, 2017

**TO:** REGULAR MEETING OF COUNCIL OF February 7, 2017

**FROM:** Denise Parent, Director of Corporate Services

**APPROVED BY:** Mike Schwirtz, Chief Administrative Officer

**RE:** Line of Credit for Operating Expenses Bylaw #1107

## **Recommendation:**

*That council give Bylaw #1107 first reading.*  
*That council give Bylaw #1107 second reading.*  
*That council give unanimous consent for third reading of Bylaw #1107.*  
*That council give Bylaw #1107 third reading.*

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## **Concluding Statement**

A line of credit allows the Town to have access to funds in case there is a requirement for short-term borrowing for cash flow operating purposes.

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

| Conforms with:                           | Yes/No/<br>Partial | Comments  |
|--|--------------------|---|
| Municipal and Provincial Laws            | Yes                | MGA section 256 – authorization for borrowing to finance operating expenditures.      |
| Community Sustainability Plan            | No                 |   |
| Council's Strategic Plan                 | No                 |   |
| Long Term Capital Plan or Adopted budget | Yes                | Provides available funds to cover operating expenses if required throughout the year. |

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## **Background / Introduction**

This item is before Council to approve an operating Line of Credit up to \$2,000,000 that may be drawn throughout the year in the event it is required for short-term cash flow purposes. It is recommended to renew the revolving line of credit on an annual basis.

In accordance with the Municipal Government Act, Town Council may authorize borrowing for operating expenditures under section 256.

- *The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.*
- *A borrowing bylaw that authorized the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.*

### **Options**

1. That Council give Bylaw 1107 three readings.
2. That Council give Bylaw 1107 first and second reading and defer third reading by two weeks.

### **Chief Administrative Officer Comments**

This is a routine administrative matter that should be reviewed by Council annually as it could have a financial impact. The line of credit provides available funds for short-term cash flow purposes and is rarely used.

### **Attachment(s)**

1. Bylaw #1107 Borrowing Line of Credit



**BYLAW #1107  
BEING A BYLAW OF THE TOWN OF HINTON  
IN THE PROVINCE OF ALBERTA  
TO AUTHORIZE A BORROWING LINE OF CREDIT  
TO FINANCE OPERATING EXPENDITURES**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26 and amendments thereto, Council may pass a Bylaw for the purpose of authorizing a borrowing line of credit to finance operating expenditures within the Town of Hinton;

**AND WHEREAS** the Council of the Town of Hinton (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money from time to time to finance operating expenditures of the Corporation and to maintain contingencies required by its bank.

**NOW THEREFORE** it is hereby enacted by the Council of the Corporation as follows:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$2,000,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Mayor and the Chief Administration Officer are authorized for and on behalf of the Corporation:
  - a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b) as security for any money borrowed from ATB:
    - i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are General Revenues.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive

proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligations, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security. In any event, this bylaw shall expire one (1) year from the date of final passing.

6. This Bylaw comes into force and effect upon third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF FEBRUARY, 2017

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF FEBRUARY, 2017

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF FEBRUARY, 2017

**Certificate**

**WE HEREBY CERTIFY** that the foregoing Bylaw was duly passed by the Council of the Town of Hinton therein mentioned at a duly and regularly constituted meeting thereof held on the 16th day of February, 2016 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

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Mayor

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Director of Corporate Services



**Town of Hinton**  
**COUNCIL INFORMATION PACKAGE #1**  
**(January 18, 2017)**  
**In Advance of February 7, 2017 Regular Council Meeting**

Page

**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |  |
|-------|--|
| 2     | 1. Letter from Minister of Health re Renal Dialysis Services in Hinton                                 |
| 3     | 2. Letter from Minister of Health re Early Childhood Intervention (ECI) Coordinator Position in Hinton |
| 4 - 6 | 3. Letter from Elk Point Town Council re Support for Federal Funding for Mountain Pine Beetle Issue    |
| 7     | 4. Letter from Sue Allen re Drop In Aqua Fit Classes   |
| 8     | 5. Letter of Support for Hinton Mountain Bike Association re Canada 150 Grant                          |
| 9     | 6. Oil and Gas Awareness Day   |

**REPORTS & MINUTES FOR INFORMATION**



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #2  
(February 1, 2017)  
In Advance of February 7, 2017 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |   |
|-------|---|
| 2     | 1. Correspondence from Fortis Alberta re \$3,000 Grant for Performing Arts Venue LED Lighting |
| 3 - 4 | 2. GYPSD School News  |

**REPORTS & MINUTES FOR INFORMATION**

**COUNCILLOR INFORMATION REQUESTS (EMAIL)**

| <b>DATE</b> | <b>COUNCILLOR</b> | <b>QUESTION</b>  | <b>DATE OF RESPONSE</b> |
|-------------|-------------------|--|-------------------------|
| 2017 01 08  | Taylor            | Councillor Taylor forwarded a number of questions from Ron Rosmer regarding Epoch Energy | 2017 01 26              |
| 2017 01 30  | Barrow            | Trial crosswalk lights at Crescent Valley School   | 2017 02 02              |
|             |                   |  |                         |
|             |                   |  |                         |
|             |                   |  |                         |
|             |                   |  |                         |