

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
May 22, 2018 - 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.*

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Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - May 22, 2018

CITIZENS "MINUTE WITH COUNCIL"

DELEGATIONS AND PRESENTATIONS

1. Assessment 101 - Presented by Warren Powers

ACTION AND DISCUSSION ITEMS

- 2 - 4
1. Recreation Centre Steering Committee - Presented by Laura Howarth

ADDITIONAL INFORMATION

- 5 - 13
1. Urgent Matters from Council
 2. Chief Administrative Officer Status Report
 - a) Council Action Pending List
 3. Executive Assistant Logistics Information

IN CAMERA

1. Personnel & HR Matters - CAO Recruitment (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Sections 17, 23,24 and 27)

ADJOURNMENT

1. Adjournment



TOWN OF HINTON DIRECTION REQUEST

DATE: May 17, 2018
TO: **STANDING COMMITTEE MEETING OF MAY 22, 2018**
FROM: Laura Howarth, Director of Community Services
APPROVED BY: Denise Parent, Interim Chief Administrative Officer
RE: **Recreation Centre Steering Committee**

Purpose

This item is before Council to:

1. seek direction related to the expectations and parameters of the Terms of Reference for the Recreation Centre Steering Committee (RCSC) before Administration prepares a draft;
2. affirm the process for appointing public members to the RCSC; and
3. receive anticipated timelines for the start-up of the RCSC.

Issue

At the April 17, 2018 Regular Meeting of Council, Administration was directed to *develop a membership model and terms of reference to establish a Steering Committee to lead the Implementation Tasks 1-11* for the purpose of advancing the Recreation Centre Iteration 3 Project. To move this forward in a timely manner, Administration is proactively seeking direction on any early expectations Council may have regarding the terms of reference and the selection process, as well as provide a forecast timeline for establishing the RCSC.

Administration Comments on Situation / Options

1. Terms of Reference

The purpose of the RCSC is to make recommendations to Council and provide direction to Administration and the Town's consultants and contractors retained to undertake the work.

- a. Define a proposed date that the Implementation Plan will be completed and presented to Council;
- b. Provide advice and feedback on scope, schedule, cost and quality concerns;
- c. Facilitate project approvals at key milestones;
- d. Create and monitor sub-committees;
- e. Ensure a financial model for operating the proposed facility aligns with and identifies the impacts on the operating financial objectives for the project;
- f. Facilitate communications between major internal and external stakeholders and oversee the communications plan;
- g. Ensure issues are resolved and direction is provided concerning stakeholders and user group decisions during all phases; and
- h. Lead in the delivery of the following Implementation Plan Tasks 2-11 as presented at the April 10, 2018 Standing Committee Meeting:

- i. Confirm Program
- ii. Public Engagement
- iii. Develop a Funding Plan
- iv. Confirm Facility Operating Model & Management Structure
- v. Develop Procurement & Design / Construction Delivery Plan
- vi. Determine Sustainability Goals / Policies
- vii. Prepare Building & Site Concept Design
- viii. Develop Preliminary Infrastructure Servicing Plan
- ix. Develop Class D Estimate
- x. Develop Design & Construction Schedule

2. Membership Appointment Process

There are two feasible processes for public member appointment to the RCSC:

- a. Council appointment following the process for Council-Appointed Boards and Committees; or
- b. Administration recruitment and appointment

As presented at the April 10, 2018 Standing Committee Meeting, the RCSC membership should consist of Administration and the supporting consultants. This may include, but is not limited to (participating in all or some of the tasks) a combination of the following:

Primary Role / Membership	Supporting Role
Director of Community Services (Project Director) Recreation Leadership (Aquatics and General) Facilities and Maintenance Leadership	Chief Administrative Officer (ex-officio) Director of Corporate Services Director of Planning and Development Communications & Strategic Advisor Town's Consultants Administrative Support

The RCSC should also consist of general community members, user groups and any other individuals with interest and/or expertise:

- Residents at large (who use / don't use the facility)
- Stakeholder / current user group representatives
- Skilled representatives (such as fundraising expertise)

There may also be direct Council representation on the RCSC:

- Mayor; or
- Mayor and Councillor(s); or
- Councillor(s)

And finally, in consideration of the anticipated significant impact and opportunity for the Yellowhead County Council and residents, that one representative be appointed from:

- Yellowhead County Council, Administration, or citizen member as determined by Yellowhead County.

3. Tentative RCSC Start-Up Timelines

Jun 26	DRAFT Terms of Reference to Standing Committee for direction
Jul 17	PROPOSED Terms of Reference to Council for decision
Jul 18 – Aug 15	Recruitment call for citizen interest / applications
Aug 21	Standing Committee review of applications (in camera)
Aug 28	Council appointment of public (and any Council) representatives
Aug 29 – Oct 14	Steering Committee Members review their Background Binders
Week of Oct 15	First Committee Meeting (Orientation & Review Summary)

Administration's Conclusion / Proposed Direction

1. That Council state any expectations / parameters for inclusion into (and to help frame) the draft Terms of Reference that Administration has been directed to develop.
2. That the same process used for selecting public members for Council-Appointed Boards and Committees be applied to the Recreation Centre Steering Committee.

COUNCIL ACTION PENDING

As of May 18, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
May 17	MD - 1404	The Mobile Home Sites Tenancy Act be added to a Standing Committee meeting.	Denise Parent	31 May 2018	In Progress	Delayed until Mayor can schedule a meeting with the Minister. Mar. 23/18 Next steps to review with Council to provide background information and current status. May 18/18: The Mobile Home Sites Tenancy was sent to Council. Please refer to MD-1562 for further updates to this item.
May 17	MD - 1405	Bring Options #3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/17 Standing Committee meeting.	Dale Woloszyn	28 Sep 2018	In Progress	Costing is being fine-tuned. Consultation with businesses will be scheduled. Direction Report is rescheduled from Sept 12 Standing to Sept 26 Regular to accommodate consultation availability. UPDATE: postponed until new Council with the approval of Mayor Mackin. UPDATE Jan. 26/18: Report delayed until the Landfill Authority approves its mandate on how it wants to move forward in waste reduction and separating (organics).
Aug 17	MD - 1420	That the stop sign program remain suspended and the initiation of the red light program remain on hold until Council can discuss the programs with the ATE Oversight Committee in November.	Denise Parent	31 May 2018	In Progress	ATE Policy PS-2600 approved April 17, 2018. Due date moved from March 30/18. Stop sign and red light program remains suspended until presentation of data to Council from RCMP, Bylaw and ATE. This is expected to be compiled by mid may with presentation on June 19.

COUNCIL ACTION PENDING

of May 17, 2018
(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Apr 18	MD - 1523	Direct Administration to proceed with Location 3 and the recommended next steps 1 to 4 as identified in the Water Treatment Plant Feasibility Study ("Study") prepared by ISL Engineering and Land Services dated March, 2018. That the Request for Decision titled, "Town of Hinton – Water Treatment Plant Future Water Treatment Plant Feasibility Study" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.	Wendy Jones	30 Sep 2018	In Progress	
Apr 18	MD - 1529	Administration to pursue hosting a Western Provinces Hockey Association (WPHA) Junior A Hockey team in Hinton starting in the 2018/2019 season.	Laura Howarth	15 May 2018	In Progress	Negotiations are underway. Updates will be provided to Council as progress is made, with a target Request for Decision tentatively scheduled at May 15, 2018 Regular Council. May 18/18: Delayed to June.
Apr 18	MD - 1532	Brief Council on our contractual obligations and opportunities with Global Traffic Group.	Denise Parent	30 Sep 2018	In Progress	Contract sent to Councillors for review May 11th. Contract ends December 31/19.
Apr 2018	MD - 1535	Action 1 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by: 1. Advance the Hinton Recreation Centre Implementation Plan ("Implementation Plan") dated March 2018 prepared by GEC to guide the process in achieving detailed schematic design drawings and specifications describing all material components and systems in the project.	Laura Howarth	30 Sep 2019	Pending	

COUNCIL ACTION PENDING

of May 17, 2018
(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
Apr 18	MD - 1536	Action 2 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by: 2. Develop the membership model and terms of reference to establish a Steering Committee to lead the Implementation Plan Tasks 1 to 11.	Laura Howarth	31 Jul 2018	Pending	
Apr 18	MD - 1537	Action Item 3 of 3: Administration to advance the proposed Hinton Recreation Centre Iteration 3 with a cost estimate of \$28,500,000 to \$35,000,000 by: 3. Approves a not-to-exceed \$200,000 capital budget expense to facilitate the Steering Committee and Administration to utilize GEC Consulting services or other consulting services as needed to support delivering final recommendations to Council in 2019.	Laura Howarth	30 Sep 2019	Pending	
Apr 18	MD - 1539	Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.	Carla Fox	30 Jun 2018	Pending	Policy #100 needs to be reviewed in conjunction with Bylaw #1104, Planning and Development Fees and Charges, and Policy #082, Recreation and Parks User fees as well as any other related documents.

COUNCIL ACTION PENDING

of May 17, 2018
(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
21 Apr 2018	MD - 1541	<p>The following motions were made regarding the Draft Animal Control Bylaw:</p> <ol style="list-style-type: none"> 1) that section 3.3 be removed. 2) add the wording “up to” in Section 3.2 in line 4 after “Exhibitor to keep”. 3) add a section in Schedule “C” for consent of Adjacent Property Owners containing Name, Address, Phone Number, and Signature. 4) the words bird, reptile, and amphibian are dropped from Section 52.2. 5) the wording in subsections 4.4.1, 4.4.2, and 4.4.3 be changed to match the wording from Schedule “C”. 6) the wording in subsection 5.1.4 c) be changed from “three (3) months” to “four (4) months” pending Provincial compliance. 7) sections 5.0 and 6.0 Licensing Requirements be merged into a single section pending Provincial compliance. 8) that no more than one dangerous animal be allowed per dwelling within this bylaw. 9) that upon losing a license an owner of a licensed animal shall request a new tag from the Protective Services Department according to the Fee set out in Schedule “A” of this Bylaw upon the owner producing their Government issued ID. 10) that the wording in section 15.1 “in a Park or portion of a park” be replaced with “in any area”. 11) that off-leash definition include: all non-hard surfaced trails within Town limits. 12) that in subsection 15.1.2 the term “designate” be removed. 13) that dogs on leash are allowed on school grounds, playgrounds and cemeteries. 14) that the owner of a dangerous animal shall ensure that such dog does not enter or remain in or on at any time a school ground, playground or 	Denise Parent	30 May 2018	In Progress	Draft to be reviewed May 22/18. Delayed until June 2018 due to legal review.

Council Administrative Officer Status Report a) Council Action Pending Lis...

cemetery.
15) that Section 18 be removed.
16) that Section 19 be changed to reflect that the animal's well-being is considered and that public access will not be impeded.
17) that Section 32 ensure that no dangerous animal shall be left unattended while tethered.
18) to postpone the Animal Control bylaw to the next Standing Committee.

COUNCIL ACTION PENDING

of May 17, 2018
(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
28 May 2018	MD - 1546	<p>The following directions were made for changes to the Animal Control Bylaw #1122:</p> <ol style="list-style-type: none"> 1. that section 21.3 be removed and “roadway” included in the definitions section. 2) that Section 22.0 read “animal suspected of having rabies”. 3) that Section 23.1.6 include “excessively”. 4) that the word “excessively” be added before bark in Section 25.1. 5) in subsection 27.1.1 the word “people” be added prior to the term “Animals” and that the term “bark at” be removed. 6) the Livestock permit be included as a Schedule as part of this bylaw. 7) to strike “under the control of a person over the age of eighteen (18) years” in Section 32.1.1. 8) that subsection 33.1.5 be changed to “Be contained within a backyard with a fence of no less than two (2) metres in height. 9) that the cost of the Dangerous Animals Sign be included within the schedules. 10) that section 34.2 be removed. 11) that section 37.2 be removed. 12) that section 46 Dangerous Animal Fines reflect the same escalation in fine amounts as all other animals. 13) to adjust the definition of “park” to reflect directions Council has had during the review. 14) that schedule A License Fees indicate a \$25 fee for initial registration of standard pets and a \$15 annual renewal fee. 15) that Schedule “G” reflect that the ‘renter is responsible for the well being of any animal caught in a trap’. 16) That the above wording be added to Schedule G. 17) that 15.1.1 of Schedule D be a minimum 	Denise Parent	22 May 2018	In Progress	Draft with changes to be reviewed May 22/18. Delayed until June 2018 due to legal review.

penalty of \$100 and the Specified penalty be \$250.
18) to adjust penalties to \$100 and \$250 for Section 17.1, 17.1.1, 17.1.2, 17.1.3.
19) to adjust penalties in Section 19.1 to \$100 and \$250.
20) that the Draft Animal Control Bylaw #1122 be brought back to the Standing Committee meeting of May 22, 2018.

COUNCIL ACTION PENDING

of May 17, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
May 18	MD - 1551	Develop a terms of reference for a CSP Update Task Force to be presented at the 2018 Organizational meeting with potential implementation in 2019.	Denise Parent	27 Jul 2018	Pending	
May 22 2018	MD - 1556	That Council direct Administration to: 1. Enter into a Letter of Intent with Happy Creek Estates Ltd. for the purpose of constructing Building D with a minimum 9 units (must include 3 barrier free units) with a construction budget of \$940,000. 2. Authorize Administration to proceed with a maximum budget not to exceed \$25,000 from Housing Reserves to support costs associated to any initial project costs or legal fees associated to meet a project scope acceptable to the Province. 3. Enter into negotiations to amend the existing terms and conditions of New Master Agreement dated August 24, 2009 between the Town and Happy Creek Estates Ltd. to include Building D for approval by Council at a future date. 4. Explore opportunities to address the future of Happy Creek Estates at the expiration of the Agreement with Happy Creek and Evergreens and present a Happy Creek Estates Strategy to Council at a future date. 5. That the Request for Decision titled, "Hinton Housing Update – Happy Creek Estates" and attachments, remain private pursuant to Sections 16, 21, 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25.	Wendy Jones	30 Jun 2018	Pending	

COUNCIL ACTION PENDING

of May 17, 2018

(Sorted by Due Date)

Meeting Date	Item Number	Action Required	Staff Responsible	Due Date	Status	Additional Comments
15 May 2018	MD - 1559	That the RFD Committees of Council Review Recommendation #4 be tabled until a meeting between the whole of Council and CEAC can be arranged with information from that meeting to be brought back for future decision.	Denise Parent	26 Jun 2018	In Progress	Meeting set for June 26, 2018
15 May 2018	MD - 1561	Interim CAO Denise Parent to follow direction per the In-Camera Meeting of May 15, 2018 for Request for Decision titled "Town of Hinton – Water Treatment Plant." That all attachments remain private pursuant to the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter 25, Sections 16, 21, 23, 24 and 25.	Denise Parent	22 May 2018	In Progress	
15 May 2018	MD - 1562	That the Direction Request and action items as discussed in-camera move forward for Land Matters titled "Hillcrest Mobile Estates Status Update." The attachments remain private pursuant to the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter 25, Sections 16, 21, 23, 24 and 25.	Wendy Jones	31 Jul 2018	Pending	
15 May 2018	MD - 1563	Move forward with Dow Drive in support of development with Request For Decision to be presented at a future Council Meeting.	Wendy Jones	30 Jun 2018	Pending	