

Town of Hinton
STANDING COMMITTEE MEETING

Agenda

June 18, 2019 - 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.*

All Council meetings are scent free.
Please refrain from
wearing scented products

Page

ORDER

1. Call to Order

IN CAMERA

1. Assessment Review (18.1(f) of the FOIP Regulations)

ADOPTION OF AGENDA

1. Standing Committee Agenda - June 18, 2019

CITIZENS "MINUTE WITH COUNCIL"

ACTION AND DISCUSSION ITEMS

- | | |
|---------|---|
| 3 - 9 | 1. Beaver Boardwalk Committee Terms of Reference - Presented by Hans van Klaveren |
| 10 - 16 | 2. Community Sustainability Plan Revision - Presented by Emily Olsen |
| | 3. Recreation / Aquatic Centre Design Discussion |

ADDITIONAL INFORMATION

- | | |
|---------|--|
| | 1. Urgent Matters from Council |
| 17 - 24 | 2. Chief Administrative Officer Status Report
- Action Pending List |
| | 3. Legislative Services Update |
| | 4. Executive Assistant Logistics Information |

IN CAMERA

1. Organizational Review (18.1(d) of the FOIP Regulations)

STANDING COMMITTEE MEETING

Agenda
June 18, 2019

ADJOURNMENT

1. Adjournment



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: STANDING COMMITTEE MEETING OF JUNE 18, 2019
FROM: HANS VAN KLAVEREN, Interim Director of Community Services
RE: BEAVER BOARDWALK COMMITTEE TERMS OF REFERENCE

Recommended Action

Administration recommends that "Committee recommends Council to approve the Beaver Boardwalk Committee Terms of Reference as presented".

Background

- The Beaver Boardwalk - Concept Design and Feasibility Report has been presented and discussed at Standing Committee Meetings in order to provide Council the information regarding the current state and the future rehabilitation options of the Beaver boardwalk.
- To date there has been a lot of additional information and feedback brought forward, for example from Alberta Environment and Parks (AEP), consultants and the public at-large. Council has expressed that a thorough process is required to come to conclusion and decisions regarding the Beaver Boardwalk and its future.
- At the Standing Committee Meeting of May 14, 2019, the following consensus was achieved:
"That Council direct Administration to bring back terms of reference for a Beaver Boardwalk committee no later than the June 18, 2019 Standing Committee."

Analysis

This item is today before the Standing Committee of Council to review and discuss the Beaver Boardwalk Committee (BBC) Terms of Reference (DRAFT) (Attachment 1). It is the intent that Committee recommends Council to approve the Terms of Reference at a future meeting.

As a committee of Council this BBC can function under established regulation and effectively support Council to come to well informed and timely decisions regarding this community asset. In case there is a desire to utilize capital budget funds in 2020, this requires a timeline completion in November 2019.

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	Town administration members will need to allocate time in their schedule to allow for attendance and participation
Capital Cost	NA
Budget Available	Yes
Source of Funds <ul style="list-style-type: none"> ○ Depending on hours for Council ○ \$ 3,000.00 	<ul style="list-style-type: none"> ○ Council remuneration budget ○ 2019 Carry forward of the unspent 2018 One Time Project funds for the BBW Concept Design & Feasibility Report
Unbudgeted Costs	NA

Public Engagement

- Public Engagement Sessions have taken place and information is available and needs to be considered. Additional input from the affected public to support informed decision-making as per the Public Participation Policy can be gathered if required.

Communications

- The composition of the BBC will be communicated to the public through the media outlets of the Town of Hinton communications department.
- Stakeholders and the public at-large are being invited to connect with the BBC members as per indicated contact information.

Risk / Liability

- Council needs to be able to take well informed decisions related to this high profile and potential high budgetary project that affects the overall community.
- The state of the Beaver Boardwalk is posing an increasing liability risk, and the level of service is already under pressure due to the required closure of certain sections.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	No	
Community Sustainability Plan	No	
Municipal Policies or Bylaws	Yes	Council Committees Bylaw #1070-4
Provincial Laws or MGA	No	
Other plans or policies	Yes	Council Code of Conduct Bylaw #1124 (applies to members of Council-appointed Committees).

Options / Alternatives

The BBC Terms of Reference are presented at the Standing Committee Meeting for review. The document describes the parameters to effectively operate and deliver required outcomes. Council has the opportunity to discuss and amend the document as it deems applicable to ensure the final Terms of Reference represent the expectations from Council.

The options are:

1. That Committee recommends Council to approve the Beaver Boardwalk Committee Terms of Reference as presented.
2. That Committee recommends Council to approve the Beaver Boardwalk Committee Terms of Reference as amended.
3. That Committee refers the Beaver Boardwalk Committee Terms of Reference back to a Standing Committee Meeting for further review and discussion.

Attachment(s)

1. Beaver Boardwalk Committee Terms of Reference (DRAFT)



BEAVER BOARDWALK COMMITTEE TERMS OF REFERENCE

JUNE 18, 2019

1.0 PURPOSE

- 1.1** The Beaver Boardwalk Committee's (BBC) purpose is to gather, study and discuss all relevant information regarding the Beaver Boardwalk condition and rehabilitation project in order to provide Council recommendations.

2.0 OBJECTIVE

- 2.1** To facilitate the process of Council making informed decisions regarding the Beaver Boardwalk's future by presenting reports that include recommendations for Council's consideration.

3.0 DELIVERABLES

- 3.1** The BBC is expected to:
- 3.1.1 Formulate a vision regarding the Beaver Boardwalk (BBW) for adoption by Council;
 - 3.1.2 Utilize, and if required seek additional, Stakeholder's and matter experts' input;
 - 3.1.3 Formulate recommendations for approval by Council regarding:
 - A. Service level related tot the BBW;
 - B. Maintenance of the current BBW;
 - C. Rehabilitation;
 - D. Financial and budgetary impact; and
 - E. Others as being deemed applicable by the BBC or Council.
 - 3.1.4 Present to Standing Committee of Council at least two (2) times in 2019
- 3.2** The BBC may conduct Public Engagement Sessions permitting budget allocations.
- 3.3** Council may request that the BBC prepares additional reports as required (see 8.1).

4.0 COMPOSITION

4.1 The BBC is to be comprised of up to six (6) members, including:

4.1.1 Three (3) appointed Town of Hinton Council representatives; and

4.1.2 Three (3) Town of Hinton Administration representatives.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-4.

5.0 MEMBERSHIP DUTIES

5.1 Members must engage with Stakeholders of the community at-large as a BBC representative.

5.2 Members will be responsible for:

5.2.1 Obtaining, considering and presenting Stakeholders' input where applicable;

5.2.2 Incorporating all legislative laws, codes and other applicable best practices in the reports and recommendations;

5.2.3 Attending all scheduled meetings or in case of absence notifying the BBC.

6.0 MEETINGS

6.1 The BBC is expected to hold monthly meetings.

6.2 Meetings are expected to not exceed 2 hours in length.

7.0 CONDUCT

7.1 The BBC Members must follow the Council Code of Conduct Bylaw #1124 (as amended from time to time).

8.0 REPORTING

8.1 The BBC is expected to report at least twice to the Standing Committee of Council as follows:

8.1.1 Once in September to present a recommended vision and progress report; and

8.1.2 Once in November to present a final report with recommendations for approval.

8.2 The BBC may present additional reports to Council as they deem necessary.

9.0 RESOURCES

9.1 Council members will receive remuneration as per set policy.

9.2 All expenses, except mentioned in 9.1, up to a maximum of \$3,000.00 will be paid out of the 2019 carry forward funds from the Beaver Boardwalk Concept Design and Feasibility Report.

10.0 DEFINITIONS

10.1 Public Engagement Session: events such as coffee sessions or polls designed to obtain input and/or feedback from Stakeholders.

10.2 Stakeholders: residents, businesses, and organizations that are affected by the decisions of Hinton's Town Council.

11.0 REFERENCES

11.1 Council Committees Bylaw #1070-4.

11.2 Council Code of Conduct Bylaw #1124

11.3 Beaver Boardwalk Concept Design and Feasibility Report (2018)

APPENDIX A 2019 TIMELINE

June

- **BBC Terms of Reference**
- First Meeting

July

- Monthly Meeting

August

- Monthly Meeting

September

- Monthly Meeting
- **First Reporting to Standing Committee of Council**

October

- Monthly Meeting

November

- **Second Reporting to Standing Committee of Council**
(in support of preparation of the 2020 Budget)



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: MEETING OF Date of Meeting, 2019
FROM: Emily Olsen, Communications and Strategic Advisor
RE: **Community Sustainability Plan Update Task Force**

Recommended Action

Administration recommends that

- Committee recommends Council direct Administration to prepare a report on an alternate approach to a CSP review.
- Committee recommends Council direct Administration to bring a report to Regular Council regarding the Energy Futures Roadshow / FCM funded support work on PCP Milestone 1 and 2.

Background

- The Community Sustainability Plan: Hinton 2040 (CSP) is a long-term planning document that identifies strategies and actions to move Hinton toward an established vision.
- The CSP has been used as a municipal planning document that guides Council and administrative decision-making with established community goals and objectives.
- The plan balances the five essential dimensions of sustainability: environment, economy, social, culture and governance.
- The CSP was researched and prepared by the Citizens' Advisory Group (CAG) and was adopted by Council in 2011, with support provided by Administration.
- CAG identified in the introduction section of the CSP that their "greatest hope is it becomes a living document that grows with our community."

Analysis

The CSP has been utilized since its adoption by Council in 2011, without a material review or revision taking place during this time. Because the CSP has been a community-developed document, engagement of the citizens of Hinton is necessary to ensure the spirit of the document is honoured.

The CSP Update Task Force will be responsible for:

- An initial review of all sections of the CSP, with attention to Appendix C: Vision, and Appendix B: Strategies and Actions;
- A project plan that identifies and prioritizes areas in need of revision or update;
 - Budgets or resources associated with completing the update
 - Recommendations for revisions and updates
 - Recommendations for implementation of the revised plan
- Identifying opportunities or activities that engage the public on any recommended changes;

- Presenting a report to Council detailing their recommended changes before implementing them. This is a suggested deliverable to provide for information sharing and communication to the community and Council. As the CSP is historically a community-led document, Council may decide the recommendation may be presented to Council for information only;
- Completing the recommended updates and revisions to the CSP document, with support from administration; and
- Presenting the revised CSP to Council for adoption.

The anticipated timeline for work on the CSP revisions will depend on some decision points made by Council through discussion at this Standing Committee Meeting. A review and update to Appendix B: Strategies and Actions, may be more manageable than research and creation of new Strategies and Actions that involve implementing partners and additional resources to complete. As well, including an updated report on CSP Outcomes and Measures may also prolong the timeframe and require an additional project budget.

In discussion with the Energy Futures Roadshow administrators, Administration has confirmed the availability of \$25,000 from the Federation of Canadian Municipalities (FCM) to help advance Partners for Climate Protection (PCP) Milestones. Hinton is currently at PCP Milestone 1 and 2 after having passed the PCP resolution in May. Those milestones are to conduct a carbon inventory and create emissions reductions targets (in an effort to eventually be approved by Council). These items are also included in the Outcomes and Measures portion of the CSP.

The CSP update will require commitment from task force members of no less than six months up to one year or more. Task force members would commit to one meeting per month of two hours in length, and to reviewing areas of the report on their own time to focus conversation during meetings to items requiring revisions.

The CSP Update Task Force must also review implementation of action items, which may require additional direction and decision from Council, as over time the functions of the monitoring committee (CEAC) and the implementing partners have undergone changes that may need to be properly reflected in the plan. The CSP Update Task Force through the terms of reference will provide those recommendations to Council for direction.

Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	A small operating budget may be required for the working group to facilitate community engagement, meeting costs and other incidentals.
Capital Cost	n/a
Budget Available	
Source of Funds <ul style="list-style-type: none"> ○ Budgeted Amount ○ Grants (successful/unsuccessful) 	TBD
Unbudgeted Costs <ul style="list-style-type: none"> ○ Options for where to acquire the necessary funds 	The budget for the CSP Update Task Force actions in support of the update may exceed the operating budget

at times. These requests for additional funds, if needed, will be brought to Council.

Level of Service Implications

- Actions identified in the CSP, whether current or updated, may require additional resources to complete over time.
- Administrative time will be required to support the CSP Update Task Force.

Public Engagement

- The use of a task force as appointed by Council is identified in the Public Participation Policy #1209 under the Town of Hinton Engagement Spectrum approach, 7.1.3 *Collaborate*. The task force may further engage the community if required under the *Consult*, or *Involve* approaches.

Communications

- The CSP Update Task Force application process will be shared through our public communications channels, including newspaper, website and social media.
- A full communications plan will be developed in consultation with the task force to share information on the intent and scope for the CSP review and to identify any public opportunities to participate.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	Yes	The CSP Pillars are included in Council's Strategic Plan.
Community Sustainability Plan	Yes	The CSP was identified as a living document in the introductory section.
Municipal Policies or Bylaws	Yes	As per the Council Committees Bylaw #1070-4 under Definitions, 15.9 Task Committee, this task force "will be a term-specific committee to carry out a specific task by gathering information, implementing engagement, or carrying out actions as may be required to assist in the review." Striking this task force will be established at a Regular Council Meeting through bylaw as per item 14.2 of the Council Committees Bylaw.
Provincial Laws or MGA	No	
Other plans or policies	Yes	The CSP Update can include support and data collection to honour Council's commitment to the FCM Partners for Climate Change Program.

Options / Alternatives

Administration prepared this report based on Council's direction to create a terms of reference for a CSP Update Task Force, assuming that the revision was to the CSP document as is, in a format that is similar to what exists. The Task Force will review and revise the CSP with support from administration but may develop or encounter items within the CSP that may require additional time, support, or funds to complete.

Peter Vana, Interim Planning and Development Director has experience working with municipalities on Integrated Community Sustainability Plans, and can provide a verbal update to Council at the June 18, 2019 Standing Committee Meeting to detail the evolution of community sustainability plans, and

municipal best practices. After considering Vana's information, Council may direct Administration to bring forward a report with a revised CSP Update plan.

Council may direct Administration to proceed with the Energy Futures Roadshow Administrators to support work on PCP Milestone 1 and 2, conducting a carbon inventory and creating emissions reductions targets, while the CSP Update scope is finalized, prior to adopting the CSP Update Terms of Reference. This direction may be provided at a future Regular Council Meeting.

1. Committee recommends Council direct Administration to bring the CSP Update Terms of Reference to the June 25, 2019 Regular Council Meeting for decision.
2. Committee recommends Council direct Administration to bring the CSP Update Terms of Reference as amended by Council to a future Regular Council Meeting.
3. Committee recommends Council refer the CSP Update Terms of Reference back to a Standing Committee Meeting for further review and discussion.
4. Committee recommends Council direct Administration to prepare a report on an alternate approach to a CSP review.
5. Committee recommends Council direct Administration to bring a report to Regular Council regarding the Energy Futures Roadshow/FCM funded support work on PCP Milestone 1 and 2.

Attachment(s)

1. 2019 06 18 CSP Update Task Force Terms of Reference



Community Sustainability Plan: Hinton 2040 Update Task Force
TERMS OF REFERENCE
JUNE 18, 2019

1.0 PURPOSE

- 1.1 The purpose of the Community Sustainability Plan (CSP) Update Task Force is to consider, research and revise the CSP to reflect Hinton's values, and vision for the future or our community.

2.0 OBJECTIVE

- 2.1 To review the CSP, research and create recommendations for updates to the document, creating a revised long-term planning document that includes updated, achievable actions in support of the community's vision for the future.

3.0 DELIVERABLES

- 3.1 The CSP Update Task Force is expected to:
- 3.1.1 Review and discuss the CSP and identify areas requiring revisions or updates through a detailed project plan, with attention to Appendix B: Strategies and Actions and Appendix C: Vision;
 - 3.1.2 Create a project plan that identifies and prioritizes
 - A. Areas in need of revision or update
 - B. Budgets or resources associated with completing the update
 - C. Recommendations for revisions and updates
 - D. Recommendations for implementation of the revised plan
 - 3.1.3 Engage the community wherever necessary to inform the recommended revisions;
 - 3.1.4 Formulate and present a set of recommendations to Council on areas in need of further research, revision or rewriting;
 - 3.1.5 Support Administration in completing the recommended updates approved by Council; and
 - 3.1.6 Review the revised CSP and bring the completed document to Council for adoption.

3.2 Council may request that the CSP Update Task Force prepares additional reports as required (see 8.1).

4.0 COMPOSITION

4.1 The CSP Update Task Force is to be comprised of

4.1.1 up to ten (10) members with representation from the 5 CSP pillars, including:

- a) Economic
- b) Governance
- c) Environment
- d) Social
- e) Culture

4.1.2 One (1) appointed Town of Hinton Council representative, and one (1) alternate; and

4.1.3 Two (2) Town of Hinton Administration representatives.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-4.

5.0 MEMBERSHIP DUTIES

5.1 Members must engage with Stakeholders of the community at-large as a CSP Update Task Force representative.

5.2 Members will be responsible for:

5.2.1 Reviewing, researching and revising areas within the CSP;

5.2.2 Engaging the community where deemed necessary;

5.2.3 Attending all scheduled meetings or in case of absence notifying the CSP Update Chair.

6.0 MEETINGS

6.1 The CSP Update Task Force is expected to hold monthly meetings.

6.2 Meetings are expected to not exceed 2 hours in length.

7.0 CONDUCT

7.1 The CSP Update Task Force Members must follow the Council Code of Conduct Bylaw #1124 (as amended from time to time).

8.0 REPORTING

8.1 The CSP Update Task Force is expected to present at least twice to the Standing Committee of Council as follows:

8.1.1 To present the recommendations for revisions to the CSP prior to beginning to implement them; and

8.1.2 To present the completed revised CSP document.

8.2 The CSP Update Task Force may present additional reports to Council as they deem necessary to receive direction, or to request additional resources or funding.

9.0 RESOURCES

9.1 Council members will receive remuneration as per set policy.

9.2 All task force operating expenses, except mentioned in 9.1, up to a maximum of \$2,500.00 will be taken from a TBD account.

10.0 DEFINITIONS

10.1 Public Engagement Session: events such as coffee sessions or polls designed to obtain input and/or feedback from Stakeholders.

10.2 Stakeholders: residents, businesses, and organizations that are affected by the decisions of Hinton's Town Council.

11.0 REFERENCES

11.1 Council Committees Bylaw #1070-4.

11.2 Council Code of Conduct Bylaw #1124

11.3 Community Sustainability Plan

COUNCIL ACTION PENDING

of June 14, 2019

City of Mackinac Island Administrative Officer Status Report - Action Pending List

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Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
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.	Jace Rush	Dale Woloszyn	28 Feb 2019	In Progress	Oct. 18 Update: Landfill authority is currently working with a consultant on a 5 year business plan. Due date has been changed to Feb. 28/19 to accommodate. 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. June 12/19: This item will be reviewed once the new Director is here.
Apr 18	MD - 1539	Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.	Hans van Klaveren	NONE	29 Mar 2019	In Progress	June 19, 2018 Update: W. Jones gave direction that a policy is being developed for open spaces to be addressed through the Parks, Open Spaces and Trail Master Plan to be brought back to a future date as per discussions with Councillor Ostashek. Administration understands that the initial intent of this motion was to address public use of green spaces. This will be addressed through the development of the Parks Master by Planning and Development. 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. March 29, 2019: Will be captured within the Parks, Trails, Open Spaces and Trail Master Plan upon completion. POST Master Plan for decision on agenda for May 7, 2019 - it carried (5-2) on May 7, 2019 Admin will bring a report to Council regarding Policy #100 and related documents to a Standing Committee Meeting for direction.

COUNCIL ACTION PENDING
of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi 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.	Martin Taylor	Emily Olsen	27 Jul 2018	In Progress	Preparation has begun with preliminary research on a Terms of Reference. Administration is working with other communities to learn from their processes to build a meaningful framework for the CSP revisions. Expected to be brought to Council June 18/19.
May 18	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.	Peter Vana		31 Jan 2019	In Progress	Nov. 21: A follow up letter and email were sent to both of the owners of the property. The email delivered successfully but the mail letter came back and the letter was resent on November 15, 2018. Previous letter sent. Will send a follow up letter. Letter was re-sent via e-mail on January 10, 2019 requesting a response from owners. Received a response from owner on January 23, 2019 acknowledging that they will not proceed with the work plan until Qualico addresses their erosion issues . (Note: water issues on Qualico's property was reviewed by ISL and determined that Qualico's storm pond is not overflowing onto Hillcrest property). A letter was sent to Qualico advising them of the findings within the report and they have their project management team to look into this matter and let the Town know their timelines to address same. The owners of Hillcrest advised they will be in Hinton this spring and would like to meet the new CAO. March 21, 2019 Qualico advised their contractor will complete a field inspection once snow is gone (next few weeks) and move ahead with a remediation plan.

COUNCIL ACTION PENDING
of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Jun 18	MD - 1580	That the Recreation Centre Project Steering Committee membership be comprised of the full Hinton Town Council, plus one Yellowhead County representative to be determined by Yellowhead County and two citizens at large.	Hans van Klaveren	NONE	17 Jul 2018	On Hold	October 11 Council meeting direction - no further action on Steering Committee at this time. On hold. Ongoing as per discussion CAO with Council, see MD-1702 & 1746 for information.
Jun 18	MD - 1581	That the two citizens at large be selected by public advertisement with applicants brought to Council for selection through vote.	Hans van Klaveren	NONE	28 Aug 2018	On Hold	Oct. 18/18: Currently on hold. Pending Council approval of the Terms of Reference at Regular Meeting of Jul.17.18, the results of a call for interest will be presented In Camera at the Aug.21.18 Standing Committee, with anticipated appointment at the Aug.28.18 Regular Meeting. On hold. Ongoing as per discussion CAO with Council, see MD-1702 & 1746 for information.
11 Oct 2018	MD - 1643	Direct Administration to come back with Recreation Centre Project funding plan options by the end of December 31, 2018.	Hans van Klaveren	Carla Fox	31 Dec 2018	In Progress	In-camera item at January 15 Standing Committee Meeting Ongoing as per discussions CAO with Council and Dir . of Corp Services
11 Oct 2018	MD - 1644	Direct Administration to schedule a priorities and vision meeting subsequent to the hiring of a Rec Centre Project Manager.	Hans van Klaveren		31 Dec 2018	On Hold	Upon hiring PM in first quarter 2019 a meeting will be scheduled. Ongoing as per discussion CAO with Council regarding developments/progress. On hold, as per discussions CAO with Council See MD 1702 & 1746 for information

COUNCIL ACTION PENDING

of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Oct 18	MD - 1647	Public Transit System Review - direct Administration to bring a report to Council before the end of the second quarter of 2019 with a Request for Decision that includes implementation of recommendations in the report as directed.	Hans van Klaveren		30 Jun 2019	In Progress	Improvements regarding bus stop signage underway. Project for individualized transport arrangements in concept phase. June: Internal presentation 'Pantonium' project. Administration is preparing information/outcome to share with Council.
Dec 18	MD - 1686	Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019.	Hans van Klaveren		31 Mar 2019	In Progress	Report in progress to be brought to Council in June.
Jan 19	MD - 1702	That the Recreation Centre Project Management Request for Proposal Key Deliverables be brought back a Standing Committee meeting before the end of March 2019.	Hans van Klaveren		31 Mar 2019	On Hold	(as per MD-1642 (completed) : DR Report was presented in January 15 Standing Committee Meeting at the Jan 15, 2019) On hold as per discussions CAO with Council regarding developments/progress.
12 Mar 2019	MD - 1737	Direct Administration to advertise for a Request for Proposals and bring back a report to Council for decision to replace the private bench advertising contractor and enter into a new agreement.	Jace Rush	Ewa Arsenault	17 May 2019	In Progress	June 12/19: RFP submission closed last week. Currently reviewing applicants.
12 Mar 2019	MD - 1739	Direct the CAO to obtain conceptual plans for the Hinton Aquatic Centre.	Martin Taylor		30 Apr 2019	In Progress	On May 14, 2019 In Camera Agenda

COUNCIL ACTION PENDING

of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
	MD - 1746	That Council direct Administration to obtain conceptual plans for the Hinton Aquatic Centre with funds from the Council Contingency (\$15,000) and CAO / Council One Time Project Contingency (\$5,000).	Martin Taylor		28 Jun 2019	In Progress	Motion replaces MD-1739 (direction from March 12/19 meeting) On May 14 In Camera Agenda
20 Mar 2019	MD - 1747	To direct Administration to bring back a report on FCSS advisory board options to a future Standing Committee for discussion.	Hans van Klaveren		30 Sep 2019	In Progress	Survey other communities set up, responses being categorized.
20 Mar 2019	MD - 1749	Direct Administration to engage a public feedback process including an open house regarding the Maxwell Lake Area Recreation Outline Plan.	Hans van Klaveren		30 May 2019	In Progress	Engagement process/Open House being planned with ISL Engineering and TOH Communications department Date Open House is May 23, 2019 - location Gov. Centre June: Date being collected, process and categorized by ISL to be presented to Administration and Council.
26 Mar 2019	MD - 1750	Direct Administration to bring back the Maxwell Lake Area Recreation Outline Plan to a Standing Committee of Council before June 30, 2019.	Hans van Klaveren		30 Jun 2019	In Progress	Date to be set after Open House (May 23) and report can be delivered to Council.
02 Apr 2019	MD - 1752	That The Beaver Boardwalk - Concept Design and Feasibility Report be brought back to a Standing Committee Meeting of Council for additional discussion prior to April 30, 2019.	Hans van Klaveren		30 Apr 2019	In Progress	On May 14th agenda

COUNCIL ACTION PENDING

of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
Apr 19 2019	MD - 1754	To direct Administration to bring a report on the viability of a traffic count on the main sections of the Beaver Boardwalk to be carried out during the summer 2019. Carried 5-1	Hans van Klaveren		31 Aug 2019	In Progress	
Apr 19 2019	MD - 1758	That Council approve the Town of Hinton's 2019 - 2020 membership with the Athabasca Watershed Council. That Council appoint one Councillor as organizational member and appoint one Councillor as alternate. That Council approve a \$1,000 donation for the Athabasca Watershed Council from the Economic Development grant fund.	Martin Taylor	Emily Olsen	30 May 2019	Pending	
23 Apr 2019	MD - 1759	Administration to bring the water service levels and delivery to a Standing Committee meeting by the end of October 2019.	Jace Rush	Dale Woloszyn	31 Oct 2019	Pending	

COUNCIL ACTION PENDING

of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
19 May 2019	MD - 1766	That Council communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework.	Peter Vana		30 Jun 2019	Pending	
19 May 2019	MD - 1767	Administration to prepare project timeline and budget for Council's approval as part of the annual budget process regarding the PCP program.	Peter Vana		01 Sep 2019	Pending	
19 May 2019	MD - 1774	That Council direct Administration to provide a report detailing wetland replacement based on the Maxwell Lake area.	Hans van Klaveren		13 Sep 2019	Pending	
14 May 2019	MD - 1775	That Council direct Administration to bring forward a Request for Decision to invest maintenance dollars in the currently open sections of the Beaver Boardwalk to a Regular Meeting of Council.	Hans van Klaveren		31 Jul 2019	Pending	
14 May 2019	MD - 1776	That Council direct Administration to bring back terms of reference for a Beaver Boardwalk committee no later than the June 18, 2019 Standing Committee.	Hans van Klaveren		18 Jun 2019	Pending	

COUNCIL ACTION PENDING

of June 14, 2019

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
May 19 2019	MD - 1783	Direct Administration to bring policy #82 to a Standing Committee meeting for discussion by August 31, 2020.	Hans van Klaveren		31 Aug 2020	Pending	
Jun 22 2019	MD - 1789	NOTICE OF MOTION: That Administration bring back a report to council at a Standing Committee meeting on options to regulate short term rentals in the Town of Hinton	Peter Vana	Dani Woodman			

Council Action Pending List
 Office of Administrative Services
 June 14, 2019