

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
May 11, 2021 - 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

ADOPTION OF AGENDA

1. Standing Committee Agenda - May 11, 2021

CITIZENS "MINUTE WITH COUNCIL"

DELEGATIONS AND PRESENTATIONS

- 2 - 9
1. Tourism Funding - Presented by Kelly Armstrong, Garth Griffiths and Justin Woodley

ACTION ITEMS

- 10 - 12
1. Timeline for Key Financial Deliverables
- 13 - 36
2. Draft Council Procedure Bylaw No. 1153 Review

REPORTING

1. Council
 - Reporting
 - Urgent Matters
2. Chief Administrative Officer
 - Reporting
 - Status Report
3. Legislative Services Update
4. Executive Assistant Logistics Information

ADJOURNMENT

1. Adjournment

Hinton in the Alberta Northern Rockies Destination Plan

The Hinton & Alberta Northern Rockies Destination Stewardship is looking to a joint venture with the Town of Hinton that will contribute to the economic growth of the visitor ecosystem of businesses in of Hinton and region. The majestic mountains in the Alberta Northern Rockies and biodiverse landscape coupled with the stories of culture, history, and the incredible year-round outdoor recreation has potential to reach a great number of visitors and provide them with world-class natural and unique encounters.

We recognize that through the implementation of this management plan, the Hinton & Alberta Northern Rockies Destination Stewardship in partnership with the town of Hinton will contribute to both enhancing the quality of life of Hinton residents while also significantly contributing to grow Hinton in the Alberta Northern Rockies to a sustainable destination. The Stewardship values Alberta's Northern Rockies Tourism Alliance Framework and is using it as a guiding document in developing, managing, and marketing the visitor economy for Hinton in the Alberta Northern Rockies. A significant stakeholder collaboration of businesses in Hinton, input was used to customize the ANRTA plan into what would be for our region's unique characteristics, and as such the following will drive Hinton DMP. We have taken that input to create a plan that would more specifically suit Hinton in the Alberta Northern Rockies.

Vision: The vision of Hinton & Alberta Northern Rockies Destination Stewardship is to: Strategically position and to develop Hinton's Brand in the Alberta Northern Rockies region to become an enticing destination offering genuine, unique, authentic cultural heritage and nature-based visitor experiences.

Mission: The mission of Hinton & Alberta Northern Rockies Destination Stewardship (HANRDS) is to collaboratively foster the development of the visitor's economy in Hinton as a vital sustainable economic development strategy which encompasses a multitude of unique experiences and opportunities for visitors and locals alike. To promote visitor experiences that start in the town of Hinton once restrictions are off, the open to Canada and be market ready to welcome the world (as restrictions lift) while protecting the natural elements and environment for future generations to enjoy.

Objective: Our collaboration objectives are to support Hinton's development of "market ready" visitor experiences while at the same time promoting our Hinton as a whole to grow visitation, educate our existing visitors on "what else" Hinton has to offer and therefore bolster our local economy.

Goals: The following goals for the next four years represent the ways in which the HANRDS intends to positively affect the visitor economy, destination image and resident quality of life in the near to mid-term. Elements of each goal will be implemented in the near term or mid-term and are represented in the action plan items within this broader document.

1. Implement a Destination Management Plan to improve destination coordination, collaboration and cohesiveness.
2. Improve the visitor experience.
3. Increase visitation to the area.
4. Increase resident quality of life by supporting improving recreational infrastructure.

The performance indicators will be used to help drive decisions about what projects to prioritize. As work towards goal achievement progresses it is important to build on the Hinton strengths such as leveraging the region's rich cultural heritage, and the strong backcountry attractions into more front country opportunities. The successful international model of "stay another day" can draw visitors to pursue previously little-known regional add-ons to their itinerary, thus providing benefits to our visitors' experience in the Alberta Northern Rockies while staying in Hinton. Several circuit options will be developed to provide variety and expand on this concept. This plan is focused at this time on pursuing easily executable and conversion driven branding of Hinton that does not require expensive international marketing campaigns.

The Alberta Northern Rockies and moreso Hinton, has an abundance of top attractions and experiences to offer, and Hinton is ideally located to optimize visitation from numerous directions. Key gateways including Edmonton to the east and Jasper (feeding from Vancouver in the west and Banff to the south) as well as the route from the USA up Hwy 40 through Grande Cache to Alaska, have strong market connections that Hinton can leverage. This is of great mutual

benefit for all Hinton businesses if such a harmonized collaboration can be activated and continue to grow throughout the four years of this plan.

Hinton in the Alberta Northern Rockies already has a very strong land base and diversity of attractive assets. The initial phase of planning and execution should act as the groundwork for future development of a DMO. In time, nearby DMOs in Alberta Northern Rockies and beyond will link to Hinton's DMP to extend the visitor economy that is appropriate to the region, people, and landscape.

The HANRDS represents the early stages of work in implementing a DMO that drives the visitor economy in Hinton as an industry as a strong compliment to economic, cultural and social life in the region. For instance, tourism is well positioned to support the region as a:

- ☐ Strong secondary economy supporting economic diversification.
- ☐ Way to build recreation and quality of life opportunity for residents.
- ☐ Way to pursue destination branding or storytelling and present itself to the rest of the world.

We are confident in the potential of Hinton and a small investment of \$XXXXXXX per year for the next 4 years from the municipality – The Town of Hinton, would be required in the near term to initiate a DMO. Grants will also be pursued at the provincial and federal level to add to this seed funding for projects. Future phases may be co-funded by a tourism levy, however this takes coordination and time to establish, hence the blended funding model with supplements by other streams of revenue such as an ecommerce site, membership and sponsorship. Moreover, business opportunities can be investigated to develop innovative partnership that will generate revenue and opportunities for the towns of Hinton.

In branding Hinton into the ideal place for a visitor to use for a "home base" while in the Alberta Northern Rockies we are aware of the critical importance of setting a strategic direction and building trust, one small success at a time. This approach will help the visitor economy grow in an innovative and sustainable way, while our community can reap the increasing benefits of a diversified economy.

Who is the Hinton & Alberta Northern Rockies Destination Stewardship?

We are a group of likeminded Hinton business owners that are willing to put in the work and time to rebuild all that has been lost of our visitors' economy due to COVID 19. To build back better in a sustainable way that will help create the "Hinton" brand to create a destination.

What is a Destination?

A destination is a physical space in which a visitor spends at least one overnight. It includes products that a visitor may consume while in the area, such as support services, restaurants and attractions, and attractions within one day's return travel time. It has physical and administrative boundaries defining its management, images and perceptions defining its market competitiveness. Local tourism destinations incorporate various stakeholders often including a host community and can nest and network to form larger destinations.

Driving a visitor's economy can be extremely competitive industry requires a coordinated management approach based on collective vision and strong partnership of all involved.

Benefits of Destination Management

1. Establishing a competitive edge
2. Ensuring tourism sustainability
3. Spreading the benefits of tourism
4. Improving tourism yield
5. Building a strong and vibrant brand identity

In creating a DMO in Hinton, it will provide the added value of bringing players who are indirectly connected to the visitor's economy into the regional management to provide a more meaningful sense of place. The community residents in the region wish to have the assurance that the visitor's economy will advance Hinton in a positive way, with values relative to its resources. We will succeed by building and maintaining the confidence of our visitor ecosystem, other community stakeholders and our residents.

Continued growth of the organization will be built with governance starting from HANRDS then on to a Board representation either through another agency such as the Hinton Chamber and/or by HANRDS developing into its own Board.

Goals

1. Implement a Destination Management Organization a joint venture funded by the Town of Hinton, executed by Hinton Chamber under direction of the Hinton & Alberta Northern Rockies Destination Stewardship to improve destination coordination, business collaboration and cohesiveness

Specific ways to pursue this goal include:

- a) Host a series of facilitated meetings in the area to bring together industry, government, and elected officials to coordinate the delivery of a positive visitor journey.
- b) Secure sustainable funding for a DMO for a four-year horizon.
- c) Develop baseline data on visitors to the area for future planning and accountability.
- d) Develop and launch a web presence for Hinton to work with other key partners.
- e) Work with Travel Alberta as partners to increase awareness of existing opportunities.
- f) Amass information and data in preparation for a more comprehensive branding exercise.

2. Improve the visitor experience

Specific ways to pursue this goal include:

- a) Coordinating itineraries, packaging and partnerships.
- b) Work with Travel Alberta (Industry Development) to enhance operator skills and awareness in keeping with export readiness trends.
- c) Attract sustainable business investment to the region including such areas as festivals, events, sport tourism and improved infrastructure.

3. Increase visitation

Specific ways to pursue this goal include:

- a) In the medium term the DMO will shorten the distance between the US and Alaska via Grande Cache via Hwy 40.
- b) Enhance existing itineraries and experiences in the park with out of park opportunities.
- c) Address seasonal room shortages by extending itineraries throughout the Hinton region.
- d) Develop itineraries specifically targeted to increasing length of stay with robust product offerings.
- e) Enhance market research efforts to support planning and accountability creating a positive visitor experience efforts.
- f) Target the development of existing tourism strengths such as adventure, cultural, ecotourism and sport tourism.
- g) Develop a branding campaign that clearly differentiates Hinton in the Alberta Northern Rockies region highlighting its unique and attractive features.
- h) Increase strategic alliance partnerships and multi-channel marketing activity.

4. Increase resident quality of life by improving recreational infrastructure

Specific ways to pursue this goal include:

- a) Enhance the visitor in your own backyard idea of presenting local attractions to area residents.
- b) Increase resident involvement in the on-going planning, execution and evaluation of visitors' economy on the Hinton region.
- c) Increase resident and business community involvement in the branding (story telling) process of Hinton.
- d) Increase community recreation facilities and attractions for residents and visitors.
- e) Promote responsible use and access to outdoor recreation in the area in keeping with resident quality of life.
- f) Pursue staycations for regional and interregional visitors.

Organizational Way Forward

Driven by the Goals and funding from the Town of Hinton, HANRDS will take the following path as it emerges as an official organization. See the Action Plan later in this document for more details.

Year One: The goal for year 1 is to introduce Hinton as a coordinated regional destination. The focus is to not to develop a new tourism product but to organize and better highlight existing products while cultivating a foundation for future initiatives.

Action items include:

- ☐ Develop and implement a Hinton & region marketing plan
- ☐ Develop an interactive website (portal and dashboard)
- ☐ Work with local stakeholders to research and apply for sport tourism opportunities
- ☐ Construct and install Visitor Experience Centre displays focusing on the Visit Alberta Northern Rockies and Hinton's brand
- ☐ Facilitate Hinton and region roundtables
- ☐ Coordinate a Visitor Experience workshop speaker series

Year Two: Building upon the momentum from the first year, the second year to focus on product development as well as building brand recognition for to entice visitors to visit then stay another day.

Brand recognition will demonstrate confidence to Hinton & regional partners prior to the initiation of a potential tourism levy.

Action items include:

- ☐ Further develop Hinton in the Alberta Northern Rockies brand and regional itineraries
- ☐ Develop and implement regional directional signage specific to Hinton
- ☐ Develop and produce a regional guidebook print and digital focusing on adventure and culture tourism within the region
- ☐ Coordinate and expand on the tourism business workshop series

Year Three & Four building upon the momentum from the first two years, we will continue to grow with focus on value added partnerships within the region.

Action items include:

- ☐ Develop WI-FI hotspots in partnership with local municipalities
- ☐ Produce a regional guidebook focusing on adventure and cultural tourism
- ☐ Coordinate and expand on the tourism workshop series
- ☐ Develop a mobile friendly interactive travel adventure map or app of the area

WI-FI Hotspots

One of the biggest pet peeves identified by travelers & visitors, is the lack of accessible free WI-FI in public spaces. By utilizing a unique code we are able to use the Explore Hinton home page as the landing page for free WI-FI services, while gaining information about visitors interests. For a minimal investment we are able to attract visitors to the web portal and provide a valuable service. With strategic placements of WI-FI hotspots located throughout the region, each municipality is also placed in a favorable position to work towards becoming an 'Intelligent Community'.

Tourism Workshop Series

Focusing on business retention and expansion of synergies among visitors' experience operators makes the Hinton region a stronger hub overall. By partnering with key non-profit organizations, Travel Alberta, and the Provincial Government we are able to offer the Specialized Tourism workshop series. The series features a monthly workshop focusing on topics such as 'optimizing the visitors experience', 'managing online reviews', 'strategic marketing and partnerships for visitor experience business'.

Visitor Experience Information Installments

Eye catching Hinton branded displays will be constructed and placed in each of the participating Visitor Experience Businesses. Showcasing the rich culture and opportunities within our community allows the visitor to best engage with their visitor experiences.

Trade and Travel Showcasing the Alberta Northern Rockies Region

Regional and provincial trade shows allow the Alberta Northern Rockies Region to access thousands of potential visitors in a short amount of time. With regional representation at these events, each of the municipalities can gain the benefit of a personalized travel recommendation without having the traditional expenses such as travel costs and time away from the office. By combining forces with Yellowhead County, Edson, Grand Cache and Jasper we are better able to utilize the funds and attract more visitors to our Hinton area.

The Explore Hinton Website

This interactive web portal will feature information on each of the communities' businesses. Inspiring itineraries for weekend visits or longer extended stays, trips for families with young children, cultural escapes, and adventure seekers alike. The website will focus on non-traditional elements such as biking directions to trails and amenities, local folklore, and hotspots, and could feature a weekly campground report. This website will also feature a regional interactive events calendar featuring local festivals, art events and exciting opportunities.

Adventure and Cultural Tourism Guidebook

This magazine style publication will feature Hinton. Highlighting local attractions and themes such as the outdoor adventure, historic trails, quaint unique small-town experiences, and unsoiled natural splendour. This photo and map rich magazine will appeal to both provincial and national interests making it a sought-after publication at trade and travel shows. Content will be mobile friendly and available on the Explore Hinton website as well as in print at all participating tourism related businesses.

Interactive Travel Adventure Map

Appealing to the back country adventurer and outdoor enthusiast this interactive online mobile friendly map will feature multiple layers showcasing the West Yellowhead's natural beauty and commercial amenities.

Layers will consist of:

- ☐ Family friendly activities and adventures
- ☐ Historic tours and pathways
- ☐ Relaxation and meditative journey
- ☐ Rich art and culture
- ☐ Winter activities
- ☐ Specialty shopping
- ☐ Regional WIFI Hotspots

The Explore Hinton Website will link directly to other business pages within Hinton & region. Detailed analytics and tourism habits will be compiled and used to assist with research on visitor patterns moving forward.

7 Similar documents are produced independently by each of the municipalities in the region. This document will enhance the Hinton & region accessibility as a destination overall. Travel routes specific to interests can be highlighted encouraging travelers to spend an extra day or extend their trip.

Tourism Videos

In the world of marketing, video is king, and destination marketing is no different. In the third year the the plan to produce a series of short professional videos depicting experiences within the Hinton in the Alberta Northern Rockies. These videos will be available for each of the businesses in Hinton to utilize in promoting the area and their specific attractions. Travel videos have proven to be an effective strategy not only for visitors, but as a powerful community attraction strategy.

Revenue Explained

The funding breakdown for the Hinton DMO is a mixture of seed money from the town first 4 years transitioning to a DMF collaboration and/or a Ecommerce site and/or membership and/or sponsorship combined with projects and grant leveraging. Through a mixed model the non profit is able to access multiple funding opportunities and allows for a more sustainable model moving forward.

In the first to fourth year the most significant source of funding comes from municipal contribution. By utilizing existing cooperative marketing programs through Travel Alberta we hope to off set our marketing project costs.

In year 5 the stewardship hopes to develop a marketing partnership implementing a membership to the Hinton & region businesses. Benefits of the membership will include optimal positioning on the website, inclusion in a regional adventure guide, potential incorporation in featured excursions and trip planners as well as access to research on local tourism trends and advocacy for the tourism community.

The Tourism Asset Inventory represents assets present at the time and not what should or could be. The following inventory was developed through site visits, investigation of online sources, print material like the TransCanada Ecotours Northern Rockies Highway Guide, and meetings from Phase I of the consultation process towards developing Hinton in the Alberta Northern Rockies. A tourism asset inventory is dynamic given that tourism assets are constantly changing. Therefore, the present tourism inventory is a snapshot in time in and the understanding of what is present in the region. Future work is required to maintain up-to-date inventory of tourism assets.

Alberta Parks

The vast majority of 28 provincial parks in the region provide front country campgrounds, lake access for fishing and boating, trails for mountain biking, hiking and cross-country skiing, and day use areas with picnic sites, shelters, and washrooms. Backcountry wilderness experiences abound in the provincial park system. Popular activities include back packing, wildlife viewing, horseback excursions, and even hunting and outfitting in Wildland areas. The visitor center at Kelley's Bathtub in Switzer Park is the key tourism center for providing public information on local parks and attractions through maps, exhibits and brochures. The center operates from May to September each year. For more information contact www.albertaparks.ca

Hinton and region have some unique experiences like motorboat access, stocked fishing lakes, random camping in the backcountry, hunting in Wildland parks, mountain bike trails, Nordic ski trails & biathlon, snow luge, rafting, zip line guided tours, craft breweries. This list of provincial parks in the region remain some of Alberta's best kept secrets and provide tremendous opportunities for extending the visitors duration of stay.

Asset Inventory

Alberta Parks

28 parks and protected areas provide recreational opportunities for camping, hiking, skiing, biking, fishing, boating and wildlife viewing

Rich cultural heritage in Alberta Parks is related to the fur trade, metis, First Nations, trappers and outfitters. Historic sites and cultural sites abound.

Many provincial campgrounds are not running at full capacity. Growth Opportunities exist for mid-week camping and off-peak seasons.

North to Alaska market is growing, especially for US tourists travelling highway 40 each year.

Edmonton visitation marks 30% of total provincial park visitation

(single highest visitor demographic)

Alberta Parks provide world-class tourism destinations that are currently under appreciated and not known due to a general lack of marketing.

Hinton

Excellent new attractions such as the Beaver Boardwalk (#1 on Trip Advisor) and Hinton Bike Park. Hinton Training Centre

Some trails not well maintained.

Asset Inventory (cont)

The world-renowned Athabasca River runs through Hinton but there is no public access or day-use areas developed for public enjoyment. We do have access to the Athabasca river via river front park on West River Road, Willow Rd access, Muskuta Creek Trail, Solomon Creek put in by the Athabasca River towards Brule but not visitor friendly.

Some Métis, trapping and other cultural heritage. Opportunity for more authentic indigenous tourism representation. Lack of rooms and local food options. Appears to be demand for more authentic local style accommodation. Random camping is arguably limiting revenue. Though Hinton air quality has improved significantly in recent years and public complaints are down, there are still testimonials of odour impacting visitor experience depending on wind direction.

Key Findings

- ☐ There is strong support for a DMO in Hinton provided it results in a vibrant visitor economy and supports resident quality of life.
 - o Visitor economy refers to providing stability and growth to the traditional tourism sector in keeping with its realistic role in the region.
 - o Resident quality of life refers to both enhanced recreation opportunity for residents and ways to protect existing recreation deemed important to resident quality of life.
- ☐ There is a desire to develop additional tourism product and itineraries (routes) “outside the park”.
- ☐ There is strong pride in Hinton regarding the array of cultural, historic, natural and adventure, and urban resources.
- ☐ There is a strong desire to use tourism as a way of ‘telling the story’ of Hinton and region in branding and related ways.
- ☐ There is recognition that tourism has grown in recent years although not with a coordinated effort for the most part in Hinton and that collaboration is required to make best use of existing resources, product, and opportunity.
- ☐ There is recognition that now is the time to progress to the next level of coordination and collaboration given that there is strong consensus among all parties of the basic direction for the future;
- ☐ Primary challenges include the high dedication of accommodation to extractive industries, the perceived threat of tourism to resident access to recreation areas, random camping, a lack of understanding of the role of tourism in the community and various issues related to land use and public access. At the end of the meetings, there was also a unanimous concern that without a commitment of funding for the a Hinton DMO these issues cannot fully be addressed.

Is tourism good for the region given that what is often witnessed is low paying jobs in hospitality?

Tourism takes on many forms and it is largely a function of the private sector although government and other stakeholders play critical roles it is the private sector that ultimately makes tourism grow or not. But it is important to remember that tourism is not ‘an industry’ rather it is made up of many industries. At one time the Canadian Tourism Commission remarked that 6,000 industries make up the tourism industry in Canada alone. As such tourism includes a variety of opportunities and employments some of which are entry level others in involve specific training skills and experience. Fast food restaurants through to destination marketers and parks interpreters and a myriad of entrepreneurs and many more make up the tourism industry in Hinton alone. All of which function together to create the chain of small experiences that make up a visitor or resident experience. In the end, tourism as with other industries requires a variety of employments and functions to make it work and as with other industries some are lower paying and others are highly paid.

Why should we invest in tourism? Have we not tried this in the past with little result?

Tourism has actually grown in the Alberta Northern Rockies region based on the hard work of numerous entrepreneurs, but it has not grown in a coordinated manner and we need to have more collaboration in Hinton between the visitor economy drivers and the town of Hinton. The aim of the DMO is provide coordination to tourism growth to leverage collective efforts. Second, a coordinated effort such as that presented in this DMP has not been initiated in the past to bring together the tourism industry with other key stakeholders to grow in a common direction. Third, it appears that tourism in the past has been presented as an economic savior and as such it has not lived up to expectations. Tourism will not compete with primary resource industries for economic value but it provides a strong secondary economy, adds to economic and employment diversification, adds to community vitality and lifestyle opportunities for residents and visitors, and creates a route to destination branding and ultimately helps make the community more attractive for workers in other sectors. Tourism has its in the place in the community.

How can we invest in tourism during an economic downturn?

Public accountability is always critical but most everyone understands that to grow opportunities some investment is required and in the case of a DMO in Hinton the investment is small relative to potentially significant returns.

How can we positively and a sustainably move forward from a Visitors Center to an Experience Center?

ADKAR Model

1. Awareness – Communicate the need for change
2. Desire – Empower and Engage people
3. Knowledge- Learn by sharing
4. Ability – Identify and address barriers
5. Reinforcement – Keep on the goal



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee of Meeting May 11, 2021

PRESENTED BY: Emily Olsen, Chief Administrative Officer

RE: **TIMELINE FOR KEY FINANCIAL DELIVERABLES**

Recommended Action

That Committee direct Administration to implement the Timeline for Key Financial Deliverables as presented and amend the due dates of all related financial items in the Council Action Pending List to align with these timelines.

Background

The Town of Hinton recently engaged a contractor to provide strategic financial support in the Corporate Services Department. With this support now in place, the Finance Service Branch will be working over the coming weeks to deliver a set of key financial deliverables to inform Council's decisions and meet key legislated reporting requirements. Administration is providing Council with dates that are anticipated to be achievable with consideration given to compressed timelines, competing priorities, and external limitations.

Analysis

There are five key financial deliverables that Council can expect in the coming weeks.

- **May 11 – Timeline for Key Financial Deliverables**
This timeline provides the dates on which Administration intends to present key financial reports to Council.
- **June 8 – Examination of 2020 Surplus and Emergency Response Reserve**
This report will provide critical information on the projected 2020 surplus and the Emergency Response Reserve to inform Council's decisions on the projects and programs that will be funded with these sources. The report will focus on highlighting surplus and reserve funds that may be available to fund initiatives and programs as the Town and community continues to face challenges from the Covid-19 pandemic.
- **June 15 – Year to Date Financial Report (January to April 2021)**
This report will provide a full update including an analysis of significant variances of the actual performance of the organization against the approved budget. This will serve to inform on operational areas that require attention or adjustment based on the analysis provided by Administration. This report is typically provided within six weeks of the end of each quarter. Given the delay in delivering this report Administration intends to provide a four-month (first trimester) report. Regular quarterly reports are anticipated to resume following the end of the second quarter in June 2021.

- **July 6 – 2021-2023 Three-Year Operating Plan**

This report will bring the current proposed three-year operating plan as presented on February 16, 2021 to a Regular Council Meeting. Although the 2021 operating budget was approved in December 2020, the 2022-2023 portions of the Operating Plan (projections) were deferred for additional discussion to a Standing Committee. This discussion ensued on February 16, 2021 and Committee directed Administration to bring the report as presented to Council for decision.

- **August 24 - 2020 Audit Presentation and Financial Statements**

The annual presentation by the municipal auditors of the audit report and financial statements.

Any changes to this schedule will be brought to Council's attention as soon as any delay is identified.

Implications of Decision

The due dates identified in the current Council Action Pending List that are related to these financial items will be changed to align with the dates approved in this Timeline for Key Financial Deliverables report. Date changes will be reflected in the version of that document that is scheduled to be included in the May 18, 2021 Standing Committee Agenda package.

Financial Implications	
Items	Comments
Operating Cost/Implications	Although this timeline will not have an impact on the operating budget, the individual reports as they are brought forward may necessitate actions with cost implications. Standing Committee and/or Council may make directions/decisions at that time.
Capital Cost	Not applicable to this information item.
Budget Available	Not applicable to this information item.
Source of Funds	Not applicable to this information item.
Unbudgeted Costs	Not applicable to this information item.

Level of Service Implications

- Not applicable to this information item.

Public Engagement

- Not applicable to this information item.

Communications

- Not applicable to this information item.

Risk / Liability

- Administration will endeavour to meet the timelines outlined in this document. Any delays or other arising priorities that delay preparation of this financial information may present challenges in meeting legislative timelines and approved extensions. Any circumstance that presents this type of delay will be brought to Council's attention immediately.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	Yes	Does not contradict this Plan
Community Sustainability Plan	Yes	Does not contradict this Plan
Municipal Policies or Bylaws	Yes	None
Provincial Laws or MGA	Yes	Deadlines on annual reporting are outlined in s. 278 of the Municipal Government Act. Any delays in reporting requirements must be supported with a Ministerial extension. As one extension has already been granted to June 2021; a further extension will be requested as the Finance Team and the Auditors are unable to meet the existing timeline. Administration anticipates this will be approved as we can demonstrate that the process is well underway.
Other plans or policies	Yes	None

Options / Alternatives

1. That Committee direct Administration to implement the Timeline for Key Financial Deliverables as presented and amend the due dates of all related financial items in the Council Action Pending List to align with these timelines.
2. That Committee direct Administration to implement the Timeline for Key Financial Deliverables as amended to bring the 2021-2023 Three-Year Operating Plan to the June 8, 2021 Regular Council Meeting and amend the due dates of all related financial items in the Council Action Pending List to align with these timelines.
3. That Committee direct Administration to implement the Timeline for Key Financial Deliverables as amended to (*Committee insert amendments here*) and amend the due dates of all related financial items in the Council Action Pending List to align with these timelines.

Attachment(s)

None



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee Meeting of April 20, 2021
PRESENTED BY: Emily Olsen, Chief Administrative Officer
RE: **DRAFT COUNCIL PROCEDURE BYLAW NO. 1153 REVIEW**

Recommended Action

That Committee direct Administration to bring Council Procedure Bylaw No. 1153 to a Standing Committee Meeting for final direction, after a legal review has been completed.

Background

Council reviewed the draft Council Procedure Bylaw at their April 20, 2021 Standing Committee Meeting. Administration has implemented recommendations and revisions discussed at the meeting.

Amendments include:

- Replaced s. 4.1.2(c) of the draft Bylaw No. 1153 with s. 5.4.2 (a)(b) of Bylaw No. 1060-6
- Removed s.4.6.3
- Updated s. 17.1 to include later in the meeting and date of meeting
- Updated s. 9.10 to include notwithstanding Point of Privilege
- Reviewed Question of Privilege and Point of Privilege
- Updated Notice of Motion and Motion to Refer to achieve clarity
- Updating Motion to Limit or End Debate as per Committee's request

Analysis

It is good governance to establish clear and transparent procedures for meetings of Council. Doing so provides the opportunity for all those in attendance (Council members, Administration, delegations, and the public) to participate efficiently in accordance with the established procedures.

The changes incorporated into this new Council Procedure Bylaw are intended to establish a clear and transparent procedure for meetings of Council. Administration recommends that the revised Council Procedure Bylaw be subjected to legal review to evaluate the recent amendments.

Implications of Decision

Administration has not expensed any funds for a legal review at this point. Administration estimates the legal review to cost between \$600-\$2000. If all feedback can be received at once, Administration can reduce the cost of the legal review.

Further edits beyond what is presented here, should be contemplated by the review committee prior to Administration sending the Council Procedure Bylaw to be reviewed by legal Counsel.

Written By: Sandra Rendle, Legislative Services Coordinator

Financial Implications	
Items	Comments
Operating Cost/Implications	\$600-2,000
Capital Cost	None
Budget Available	\$600-2,000
Source of Funds	Mayor/Council Budget (Legal Fees)
Unbudgeted Costs	None

Public Engagement

- Public Engagement of the Council Procedure Bylaw is not legislatively required.

Communications

- Once approved by Council, the Council Procedure Bylaw will be publicly available on the Town of Hinton website.

Risk / Liability

- The current Council Procedure Bylaw does not provide clear direction and some sections of the bylaw contradict each other, as such Administration continually seeks legal advice on the current Council Procedure Bylaw. Establishing a more clear and updated Council Procedure Bylaw will help to minimize the need for these legal consultations, and therefore, the associated costs.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	Yes	KS 3.1.2 : Create an environment and culture of excellence. KS 3.1.5 : Promote an "only handle it once" customer service philosophy.
Community Sustainability Plan	Yes	Theme 3: Governance and Partnership
Municipal Policies or Bylaws	Yes	Bylaw # 1070-4 – Council Committees Bylaw.
Provincial Laws or MGA	Yes	The Municipal Government Act (s. 145) provides for a Council to establish by bylaw, procedures for their Council Meetings.
Other plans or policies	N/A	

Options / Alternatives

1. That Committee direct Administration to bring Council Procedure Bylaw No. 1153 to a Standing Committee Meeting for final direction, after a legal review has been completed.
2. That Committee direct Administration to bring Council Procedure Bylaw No. 1153 to a Regular Council Meeting for decision, after a legal review has been completed.
3. That Committee direct Administration to bring Council Procedure Bylaw No. 1153 to a Standing Committee Meeting for further discussion.
4. That Committee recommend Council schedule a Special Meeting to review the Council Procedure Bylaw No. 1153 in its entirety.

Attachment(s)

1. Draft Bylaw No. 1153 – Council Procedure Bylaw



**TOWN OF HINTON
BYLAW NO. 1153**
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF
ALBERTA TO REGULATE THE PROCEEDINGS OF
MEETINGS OF COUNCIL

WHEREAS pursuant to the provision of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires Council to act by bylaw;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

NOW THEREFORE the Council of the Town of Hinton, in the Province of Alberta, duly assembled, hereby enacts as follows:

1.0 TITLE

This bylaw may be cited as the “Council Procedure Bylaw”.

2.0 APPLICATION AND INTERPRETATION

- 2.1 This bylaw shall apply to all meetings of Council, and Council Committees as identified.
- 2.2 The precedence of the rules governing the procedures of Council is:
 - 2.2.1 The *Municipal Government Act*;
 - 2.2.2 Other provincial legislation;
 - 2.2.3 This bylaw; and
 - 2.2.4 Robert’s Rules of Order, revised time to time.

3.0 TITLES OF CHIEF ELECTED OFFICIALS AND OTHER COUNCILLORS

The chief elected official for the Town of Hinton within the Act, is to have the title “Mayor” and a Councillor is to have the title “Councillor.”

4.0 MEETINGS

4.1 Organizational Meeting

- 4.1.1 Must be held annually not later than 2 weeks after the 3rd Monday in October.
- 4.1.2 At the annual Organizational Meeting, Council shall determine the following:
 - a) The seating of Councillors in Council Chambers, chosen by random ballot.

- b) The Deputy Mayor roster shall be determined by appointing each Councillor for three-month terms. The roster shall be determined primarily by the number of years served as a Member of Council, and secondarily by the number of votes the Councillor received in the most recent general municipal election.
- c) Make citizen appointments to Boards & Committees.
- d) Review and formalize the Mayor's recommendation of the appointment of Councillors to committees of Council; and
- e) Any other business required by the Act, or which Council or the CAO may direct.

4.1.3 Appointments of Council members to Committees shall be for a term of one year, unless otherwise specified.

4.2 **Inaugural Meeting**

The meeting immediately following a general municipal election shall be called the Inaugural Meeting.

4.2.1 The Mayor and each Councillor shall take the prescribed Oath of Office as first order of business at this meeting.

4.2.2 The Mayor and each Councillor shall acknowledge, sign and date the Council Code of Conduct.

4.2.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the meeting.

4.3 **Regular Meetings of Council**

4.3.1 Shall be held in the Government Centre Council Chambers unless notice is given in accordance with the Act and this Bylaw.

4.3.2 Shall be held on the first Tuesday of every month unless otherwise determined by a motion of Council.

4.3.3 Regular Meetings of Council shall commence at 4:00 p.m.

4.3.4 If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the next business day.

4.3.5 The Mayor shall chair all Regular Meetings of Council .

4.3.6 No item of business may be dealt with at a Regular Meeting of Council after 8:00 p.m., unless a motion of Council is passed by a majority of the Council before the 8:00 p.m. adjournment.

4.4 **Committee of the Whole Meetings**

4.4.1 Shall be held in the Government Centre Committee Room unless notice is given in accordance with the Act and this Bylaw.

- 4.4.2 Shall be held the second and third Tuesday of each month.
- 4.4.3 Committee of the Whole Meetings shall commence at 4:00 p.m.
- 4.4.4 Deputy Mayor shall chair the 1st Committee of the Whole Meeting and the Mayor shall chair the 2nd Committee of the Whole Meeting each month.
- 4.4.5 In the event Council schedules a second Regular Meeting of Council in a month, the Deputy Mayor will chair the 1st and 2nd Committee of the Whole Meetings.
- 4.4.6 No item of business may be dealt with at a Committee of the Whole Meeting after 8:00 p.m., unless a motion of Council is passed by a majority of the Council before the 8:00 p.m. adjournment.

4.5 **Special Meetings of Council**

- 4.5.1 The Mayor may call a Special Meeting of Council whenever the Mayor considers it appropriate to do so.
- 4.5.2 The Mayor must call a Special Meeting of Council if the Mayor receives a written request for the meeting, stating its purpose, from the majority of the Members of Council.
- 4.5.3 A Special Meeting of Council called by the Mayor under subsection 4.5.2 must be held within 14 days after the date that the Mayor receives the request.
- 4.5.4 No matter other than that stated in the notice calling the Special Meeting of Council may be transacted at the meeting unless the whole council is present at the meeting and the Council agrees unanimously to deal with the matter in question. The matter in question may be added at any time during the Special Meeting of Council if the whole council is present and agrees unanimously to the addition.

4.6 **Meeting through Electronic Communications**

- 4.6.1 In accordance with Section 199 of the Act, a Council Meeting or Council Committee Meeting may be conducted by means of electronic or other communication facilities if:
 - a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - b) The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated office is in attendance at that place; and
 - c) The facilities enable all the meeting participants to watch or hear each other.
- 4.6.2 Members of Council participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

4.7 Closed Session

- 4.7.1 Council has the authority to move “Closed” pursuant to Section 197 (2) of the Act for the purpose of:
- a) Protecting the Town, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
 - b) To comply with Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

4.8 Notice of Special Meetings of Council

- 4.8.1 For all meetings requiring notice, the notice must be:
- a) Issued a minimum of 24 hours prior to the meeting date.
 - b) In writing and specify the time, date, locations and purpose of the meeting.
 - c) Emailed to each Council or Committee member.
 - d) Posted at the Municipal Office and on the Municipal Website.
 - e) Given any other notification as requested by Council or the Committee.
 - f) Despite Section 4.8.1(a) the Mayor may call a Special Meeting of Council on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the meeting before the meeting begins.

4.9 Cancellation of Meetings

- 4.9.1 A Regular or Committee of the Whole Meeting may be cancelled:
- a) By a majority of members at a previously held meeting; or
 - b) With written consent of majority, providing twenty-four (24) hours notice is provided to members and the public; or
 - c) With the written consent of two-third (2/3) of the Whole Council if twenty-four (24) hours’ notice is not provided to the public.
 - d) A Special Meeting of Council called under the initiative of the Mayor, may be cancelled:
 - i. By the Mayor if twenty-four (24) hours written notice is provided to all member and the public; or
 - ii. If less that twenty-four (24) hours’ notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
 - e) A Special Meeting of Council, requested in writing by a majority of members, may be cancelled:
 - i. With the written consent of the requesting members, if twenty-four (24) hours’ notice is provided to the members and the public; or
 - ii. If less that twenty-four (24) hours’ notice is provided, with the written consent of two-thirds (2/3) of the whole Council.

5.0 AGENDA

- 5.1 Agendas for Council and Committee of the Whole meetings are developed by the CAO and reviewed by the CAO, Mayor and Deputy Mayor and authorized by the consensus of the Mayor and Deputy Mayor.
- 5.2 Supplementary materials to items on the Agenda that are received late and not included with the Agenda shall be made available to Council, Administration, and the public in electronic format as soon as reasonably possible. Supplementary materials received late will be considered by resolution at the time of adoption of the Agenda.
- 5.3 The first order of business at any Council meeting shall be the consideration of the proposed Agenda and adoption of it, subject to any amendment that Council may approve by Resolution.
- 5.4 The order of business at a Council meeting shall be in the order of the items on the adopted Agenda.
- 5.5 After adoption of the Agenda, Council may alter the order of the items on the Agenda, by majority vote, for convenience of the meeting.
- 5.6 For Regular Meetings of Council, Administration will distribute the Agenda to Council, Administration, and the general public by 4:00 p.m. on the Wednesday prior to the meeting.
- 5.7 For Committee of the Whole Meetings, Administration will distribute the Agenda to Council, Administration, and the general public by 4:00 p.m. on the Friday prior to the meeting.
- 5.8 For Closed Session, the section and subsection of *Freedom of Information and Protection of Privacy Act* must be quoted.

6.0 MINUTE WITH COUNCIL

- 6.1 Town of Hinton residents wishing to speak to Council shall be permitted to speak during the Minute with Council portion of the Agenda.
- 6.2 Residents are welcome to speak to Council about issues, events, celebrations, or concerns. Residents are limited to one minute in length at the discretion of the Chair.
- 6.3 Council as a whole may ask clarifying questions.

7.0 DELEGATIONS

- 7.1 A member of the public may request in writing to be included on an Agenda as a delegation. Written requests must be submitted to Administration. Administration will provide a date as to which the delegation may appear.

- 7.2 Delegations must include a summary of the information that will be presented to Council and provide the information to Administration one week prior to the scheduled Council meeting.
- 7.3 Presentation time will be no longer than ten (10) minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by the discretion of the Chair.
- 7.4 Delegations speaking to the subject will be restricted to the subject matter only.
- 7.5 In questioning delegations, Members of Council will ask only questions of clarification which are relevant to the subject of the hearing and will avoid repetition.
- 7.6 Delegations requesting reappearance on a specific matter shall only be permitted to do so if the information to be presented is new or a significant addition to that which was previously presented.

8.0 QUORUM

- 8.1 Quorum of Council is a majority of members of Council.
- 8.2 If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
 - 8.2.1 In the case of a Regular Meeting or Special Meeting of Council, Agenda items will be dealt with at the next Regular Meeting of Council unless a Special Meeting of Council is duly called in the meantime; and
 - 8.2.2 In the case of a Committee of the Whole Meeting, Agenda items will be dealt with at the next Committee of the Whole Meeting.
- 8.3 In case the Mayor or Deputy Mayor shall not be in attendance within fifteen (15) minutes after the time set for commencement of a Council meeting, Council shall refer to the Deputy Mayor roster.
- 8.4 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - 8.4.1 The declaration of pecuniary interest or conflict of interest; or
 - 8.4.2 From a Councillor or Mayor not being present for all or part of a Public Hearing.

Then the motion shall be the first order of business to be proceeded with and disposed of at the next Regular or Special Meeting of Council under that particular order of business.

9.0 CONTROL AND CONDUCT OF BUSINESS

- 9.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the Act.
- 9.2 The Chair shall:
 - 9.2.1 Maintain order and preserve decorum and may, if necessary, call a Member to Order;
 - 9.2.2 Decide points or order without debate or comment other than to state the relevant section of this Bylaw;
 - 9.2.3 Determine which Member has a right to speak;
 - 9.2.4 Ensure all Members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
 - 9.2.5 Rule when a motion is out of order.
- 9.3 When the Chair wishes make a motion, he/she shall request another Member to take the Chair:
 - 9.3.1 In the case where the Mayor is chairing, the Deputy Mayor will take the Chair; and
 - 9.3.2 In the case where the Deputy Mayor is chairing, the Mayor will take the Chair.
- 9.4 Members of the public gallery during a Council meeting.
 - 9.4.1 Shall not address Council without permission;
 - 9.4.2 Shall maintain order and quiet; and
 - 9.4.3 Shall not applaud or otherwise interrupt any speaker or action of the Members, or any other person addressing Council.
- 9.5 The Chair may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.
- 9.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Chair before doing so.
- 9.7 When a Member or Officer is addressing the Chair every other Member shall:
 - 9.7.1 Remain quiet and seated;
 - 9.7.2 Not interrupt the speaker except on a Point of Order, and
 - 9.7.3 Not carry on a private conversation.

- 9.8 When a Member is addressing Council the Member shall:
- 9.8.1 Not speak disrespectfully of other Members; and
 - 9.8.2 Not shout, raise his/her voice or use offensive language in referring to any Member, or to any official of the Town or a member of the public.
- 9.9 When a Member wishes to leave the Council Chambers while a meeting of Council is in progress he/she shall obtain the Chair's permission before leaving.
- 9.10 No Member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken, notwithstanding Point of Privilege.

10.0 POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

- 10.1 When a Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Chair.
- 10.2 When a Point of Information is raised, the Chair shall answer the question or direct the question to the appropriate Member of Council, or the Administration.
- 10.3 When a Question of Privilege arises, the Chair shall rule upon the admissibility of the question and if the Chair rules favourably, the Member who raised the Question of Privilege shall be permitted to pursue the question.
- 10.4 When the Chair is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Chair shall state the rule or authority applicable in the case.
- 10.5 When the Chair is of the opinion that any order, procedure and question of privilege is contrary to the rules of Council, he/she shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.
- 10.6 The decision of the Chair shall be final unless a challenge is made pursuant to Section 11 of the Bylaw.

11.0 CHALLENGE TO THE RULING OF THE CHAIR

- 11.1 When a Member wishes to challenge the ruling of the Chair, the motion, "That the decision of the Chair be overruled" shall be made, and the question shall be posed immediately without debate.
- 11.2 The Chair shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.
- 11.3 If the Chair refuses to pose the question "That the decision of the Chair be overruled" Council shall request the Deputy Mayor to proceed, in accordance with Section 10.

- 11.4 Any resolution carried under the circumstances mentioned in Section 11.3 of this Bylaw, is effectual and binding as if carried under the chairmanship of the Chair.

12.0 MOTIONS IN COUNCIL

- 12.1 After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.

- 12.2 Except as specifically provided elsewhere in this Bylaw, the following motions are not debatable by Council:

12.2.1 To raise a Point of Privilege;

12.2.2 To call for Orders of the Day;

12.2.3 To raise a Point of Order;

12.2.4 To withdraw a motion;

12.2.5 To Recess or adjourn the meeting; or

12.2.6 To Challenge a ruling of the Chair.

- 12.3 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to change proposed by another Member if the change does not alter the intention of the motion.

- 12.4 The Chair shall give each Member of Council who wishes to speak on an item, an opportunity to do so before calling the question.

13.0 MOTIONS OUT OF ORDER

- 13.1 Subject to an appeal in accordance with Section 10, it is the duty of the Chair to determine if a motion or amendment is in order and the Chair may decline to put a motion before Council if it is out of order or contrary to law.

- 13.2 The Chair shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

14.0 AMENDMENTS TO A MOTION

- 14.1 No amendment shall be made to a motion:
 - 14.1.1 To refer the question to some other body for consideration;
 - 14.1.2 To adjourn a meeting.
- 14.2 While a motion is under discussion by Council a Member may not move an amendment which:
 - 14.2.1 Does not relate to the subject matter of the main motion; or
 - 14.2.2 Is directly contrary to the main motion.
- 14.3 The Chair shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.
- 14.4 The Chair shall put amendments to a vote in the reverse order to which they have been moved.
- 14.5 When all amendments are voted on, the Chair shall ask for a vote on the main motion, incorporating any carried amendments.

15.0 DEBATES ON MOTIONS

- 15.1 No Member of Council shall speak without first being recognized by the Chair; and being granted the floor.
- 15.2 A member may ask clarifying questions of an agenda item presenter prior to a motion being put forward.
- 15.3 A motion must be put forward prior to debate or discussion. This only applies to Regular and Special Meetings of Council.
- 15.4 Upon a member having the floor, they are permitted speak no longer than five (5) minutes, unless extended at the discretion of the Chair.
- 15.5 The Chair may rule any Member of Council out-of-order for failing to observe any of the above noted restrictions; and any Member of Council so ruled out-of-order shall immediately cease to speak.
- 15.6 When a Member has closed debate, the Chair shall declare the motion and ask for a vote.
- 15.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request the motion be read aloud.

- 15.8 Recommendations are not motions; a motion must be made on any Agenda item before it is discussed. A recommendation within an agenda or report does not constitute a motion until a Councillor has expressly moved it.
- 15.9 No motion shall be made on items that are not on the Council or Committee agenda as adopted. Members of Council wishing to introduce motions at a meeting shall do so by Notice of Motion (Section 22.0) for a future meeting. For an Urgent Matters refer to Section 23.0.
- 15.10 No motion shall be offered that is subsequently the same as one on which the judgment of the meeting has already been expressed during the same meeting.

16.0 MOTION TO LIMIT OR END DEBATE

- 16.1 A motion to limit or end debate:
- 16.1.1 Cannot be debated;
 - 16.1.2 May only be amended as to the limit to be placed on debate; and
 - 16.1.3 Requires 2/3 vote to pass.

17.0 MOTION TO POSTPONE

- 17.1 A motion to postpone:
- 17.1.1 May be made by any Member to enable Members to deal with other more pressing matters;
 - 17.1.2 May be made to a specific time and/or date, and used if Council or Committee of the Whole would prefer to consider the motion at a later time (either at the same meeting or at another meeting);
 - 17.1.3 Is debateable, and requires a majority vote to pass; and
 - 17.1.4 Includes the motion being postponed and any amendments and takes precedence over any other motion connected with the motion being postponed.
- 17.2 If a motion to postpone is defeated, it may only be made again after another matter of business has been addressed.
- 17.3 If a motion has been postponed to a specific time and/or date, the motion is automatically placed on an agenda at that time for consideration.
- 17.4 A postponed motion is brought back with all motions connected with it, exactly as it was when postponed.

18.0 MOTION TO REFER

18.1 A motion to refer:

18.1.1 May be made by any Member, for a Council committee or Administration to investigate and report;

18.1.2 Is debateable and requires a majority vote to pass;

18.1.3 Does not allow any further amendments to the main motion until the motion to refer has been addressed;

18.1.4 Shall include instruction indicating what the receiving body is to do and the date by which a response is required; and

18.1.5 May be amended only as to the body to which the motion is referred and the instructions on the referral.

18.2 When a response to a referral is before Council, the motion under consideration shall be the motion which was referred, including any amendments made prior to the referral.

19.0 VOTING ON MOTIONS

19.1 A motion shall be declared lost when it:

19.1.1 Does not receive the required number of votes; or

19.1.2 Receives an equal division of votes.

19.2 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the recording secretary shall record the abstention and reason in the minutes.

19.3 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.

19.4 The recording secretary shall record the names of those who vote for and those who vote against a motion in the Minutes.

19.5 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.

20.0 RECONSIDERING A MOTION

20.1 A Motion to Reconsider:

- 20.1.1 Is used to permit correction of an action or to take into consideration added information or a changed situation that has developed since the taking of the vote on a motion;
- 20.1.2 May be moved after a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the Meeting adjourned;
- 20.1.3 Must be moved by a Councillor who voted with the prevailing side and who shall state the reason for making the Motion;
- 20.1.4 Debate must be confined to reasons for or against reconsideration;
- 20.1.5 If a Motion to Reconsider is raised, the Question on which the vote is to be reconsidered becomes the next order of business in the exact position or occupied the moment before it was voted on originally; and
- 20.1.6 Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members present to carry it, unless otherwise required by this Bylaw.

21.0 RESCINDING A MOTION

21.1 A Motion to Rescind:

- 21.1.1 Is used to revoke or repeal a previous motion of Council;
- 21.1.2 may be made by any Member at any time subsequent to the meeting at which the original motion was passed.
- 21.1.3 Is debateable, and requires;
 - a) A two-thirds vote to pass with no notice; or
 - b) A majority to pass if notice has been given.
- 21.1.4 A Motion to Rescind will not undo actions which have already been taken as a result of the motion previously passed.

22.0 NOTICES OF MOTION

- 22.1 Prior to Council adjourning a Regular Meeting of Council, Councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and providing the CAO with a written copy of the notice.
- 22.2 A notice of motion given at a Regular Meeting of Council will automatically appear on the agenda of the next Regular Meeting of Council as an action item unless otherwise stated.
- 22.3 A notice of motion cannot be made at a Special Meeting of Council.

22.4 A motion on notice is not debateable until the Councillor moves the motion.

23.0 URGENT MATTERS

23.1 Notwithstanding Section 21, a Member may move to discuss a matter of urgent public importance without prior Notice of Motion.

23.2 A motion to bring a matter before Council as an urgent matter is subject to the following conditions:

23.2.1 The matter proposed for discussion must relate to an unexpected situation, calling for immediate and urgent consideration;

23.2.2 The matter shall not involve discussion on an item that has been discussed previously in the same meeting;

23.2.3 The matter shall not be one which should be dealt with by giving written Notice of Motion, and Council may vote to consider the motion and with two-thirds vote consider the motion, and then the motion only requires majority vote to pass.

23.2.4 The matter shall not raise a Question of Privilege.

24.0 ADMINISTRATIVE INQUIRES

24.1 A Member wishing to make an "Administrative Inquiry" at a Regular Meeting of Council shall put the Administrative Inquiry in writing and, prior to the Regular Meeting of Council, submit it to the CAO.

24.2 Unless an inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the CAO or an Officer may give the answer directly to the Members.

24.3 For inquiries referred to in section 24.2, Administration must fulfill the request of the Administrative Inquiry within 10 days. Administrative Inquiries not fulfilled within 10 days, must come to the next Regular Meeting of Council for direction.

24.4 When an inquiry involves a written answer to be given at a future meeting and it appears to the CAO that the Town would incur a cost of over \$500 by reason of:

24.4.1 Time of Town employees who must be taken from performance of their regular duties or overtime that must be worked;

24.4.2 The need to hire additional employees, or

24.4.3 The necessity of obtaining and paying for the information other than from Town employees; and

- 24.4.4 no appropriation has been made for such expenditure in the Budget, the CAO shall report the anticipated cost to Council before undertaking such an inquiry.
- 24.5 When the CAO has reported the cost of an inquiry, Council must:
 - 24.5.1 Direct Administration proceed with the investigation necessary to answer the inquiry; and make provision for the payment of the cost; or
 - 24.5.2 By majority vote direct Administration to abandon the inquiry.
- 24.6 A Member who requested an Administrative Inquiry may at a meeting or Council or in writing instruct Administration to abandon the inquiry prior to decision by Council.

25.0 MINUTES

- 25.1 Administration shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member of Council within three business days of meeting.
- 25.2 Minutes of all Council meetings shall contain:
 - 25.2.1 The full corporate name.
 - 25.2.2 The type of Council meeting – Regular, Special, Inaugural, Organizational or Committee of the Whole.
 - 25.2.3 The date, hour and place of Council meeting.
 - 25.2.4 The names of all Council members in attendance and absent.
 - 25.2.5 The name of the Chair.
 - 25.2.6 The names of attending CAO, administrators including each person's title.
- 25.3 Minutes be recorded as specified in Section 208 of the Act.
- 25.4 Unadopted minutes will be posted on the municipal website as soon available.
- 25.5 The Chair shall present the minutes to Council with a request for a motion to adopt the minutes.
- 25.6 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission; however, Administration should be advised of the change to the Minutes before they are officially adopted by Council.
- 25.7 Only minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

- 25.8 Adopted minutes of Council meeting must be signed by:
 - 25.8.1 The person presiding at the meeting, and
 - 25.8.2 A designated officer.
- 25.9 Adopted minutes will be posted to the municipal website upon signature of signing authorities.

26.0 BYLAWS

- 26.1 When a Bylaw is presented to Council for enactment, Administration shall publish the number and title of the Bylaw in the Agenda.
- 26.2 Administration shall copy the Bylaw in full and forward it with the Agenda.
- 26.3 Every proposed Bylaw must have three (3) distinct and separate readings. Only the title or identifying number must be read at each reading.
- 26.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 26.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 26.6 After first reading, a Member may ask a question concerning the Bylaw.
- 26.7 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 26.8 After a Member has made a motion for second reading of a Bylaw, Council may:
 - 26.8.1 Debate on the substance of the Bylaw; and
 - 26.8.2 Propose and consider amendments to the Bylaw.
- 26.9 A proposed Bylaw must not have more than two (2) readings at a Council meeting unless the Councillors present unanimously agree to consider the third reading.
- 26.10 When a Council unanimously agrees that a Bylaw may be presented for third reading:
 - 26.10.1 Motion for third and final reading of the Bylaw shall be made;
 - 26.10.2 Council shall vote on the motion without amendment or debate;
 - 26.10.3 The third reading requires no greater majority of affirmative votes that if it had received third reading at a subsequent meeting.

- 26.11 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 26.12 In conformance with the Act:
- 26.12.1 If a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
 - 26.12.2 If a Bylaw is defeated on second or third readings the previous readings are deemed to have been rescinded.
 - 26.12.3 The Legislative Services Coordinator is designated to consolidate one (1) or more bylaws as deemed convenient and in doing so must;
 - 26.12.4 Incorporate all amendments to the bylaw; and
 - 26.12.5 Omit a provision that has been repealed or that has expired.
- 26.13 Every Bylaw which has passed the Council shall, as soon as reasonably possible after third reading, be signed by the Chair and the CAO, sealed with the Corporate Seal, and be deposited with the Legislative Services Coordinator for safe storage.
- 26.14 Every Bylaw of general application shall be printed or otherwise duplicated so as to be made available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto and the CAO shall retain the original of every Bylaw on file and property record amendments thereto.
- 26.15 Every Bylaw that refers to the Land Use Bylaw must go to a Public Hearing prior to second and third readings.

27.0 COMMITTEES

- 27.1 Refer to Bylaw #1070-4 – Council Committees Bylaw.

28.0 PUBLIC HEARINGS

28.1 Definitions

“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

- 28.2 At the commencement of a Public Hearing, the Chair shall:
 - 28.2.1 State the matter to be considered at the hearing.
 - 28.2.2 Ask Administration if the Public Hearing has been advertised in accordance with the *Municipal Government Act*.
 - 28.2.3 Ask the Administration if any letters in support or opposition have been received.
 - 28.2.4 Request Administration to present a report on the issue at hand.
 - 28.2.5 Request Administration’s position on the proposed Bylaw.
 - 28.2.6 Allow the applicant(s), and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to them by a Council Member, unless granted a time extension by Council.
- 28.3 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order.
 - 28.3.1 The Chair will call those who have indicated on the sign-in sheet that they wish to speak to the proposed bylaw;
 - 28.3.2 The Chair will ask if there is anyone present who wishes to make any general comments regarding the proposed bylaw; and
 - 28.3.3 The Chair will allow an opportunity to all persons to respond to any new information that has arisen.
- 28.4 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
 - 28.4.1 Be in legible writing;
 - 28.4.2 Name the individual authorized to speak;
 - 28.4.3 Indicate the proposed bylaw to be spoken to; and
 - 28.4.4 Be signed by the person giving the information.
- 28.5 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the Legislative Services Coordinator or delegate.

- 28.6 No one person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the discretion of the Chair.
- 28.7 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the discretion of the Chair.
- 28.8 The Chair shall ascertain that there are no more written or oral submissions.
- 28.9 The Chair shall ascertain if the Members are satisfied that they have obtained sufficient information.
- 28.10 The Chair shall any make closing comments.
- 28.11 If there is more than one Public Hearing on the Agenda, the Chair shall adjourn or close one Public Hearing before opening another Public Hearing.
- 28.12 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 28.13 If a Public Hearing is closed, Council shall not receive any additional submission from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

29.0 NON-STATUTORY PUBLIC HEARINGS

- 29.1 Council may hold Non-Statutory Public Hearings to solicit input from the public on issues for which a Public Hearing is not legislatively required. A Non-Statutory Public Hearing may be held at a date, time, and place approved by Council resolution.
- 29.2 The procedures for the conduct of the non-statutory public hearing shall be the same as those for a statutory public hearing.

30.0 DEFINITIONS

- 30.1 **"Act"** means the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended;
- 30.2 **"Administrative Inquiry"** is a written request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report;
- 30.3 **"Agenda"** means the list and order of business items for any meeting of Council, or Committees;
- 30.4 **"Bylaw"** means a bylaw of the Town;

- 30.5 **"Chief Administrative Officer" or C.A.O.** means the Chief Administrative Officer of Hinton appointed pursuant to s. 205 of the Act or the designate of the Chief Administrative Officer;
- 30.6 **"Chair"** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;
- 30.7 **"Committee"** means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw;
- 30.8 **"Committee of the Whole"** means a procedural device that permits Council greater freedom of debate for a specific purpose.
- 30.9 **"Council"** means the Mayor and Councillors of the Town of Hinton.
- 30.10 **"Delegation"** means any member of the Public who has sought, and obtained, permission to attend before Council to speak or make a presentation;
- 30.11 **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- 30.12 **"Closed Session"** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;
- 30.13 **"Indefinitely"** means for an unlimited of unspecified period of time;
- 30.14 **"Mayor"** means the Member of Council duly elected as Mayor and continuing to hold office;
- 30.15 **"Member"** means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- 30.16 **"Notice of Motion"** is the means by which a Member of Council brings business before Council;
- 30.17 **"Officer"** means the Chief Administrative Officer, Designated Officers and Directors and/or their delegates, all of whom shall be recorded in the official minutes;
- 30.18 **"Point of Information"** means a request or statement directed to the Chair, or through the Chair to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- 30.19 **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;

- 30.20 **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following;
- 30.20.1 The organization or existence of Council,
 - 30.20.2 The comfort of Members,
 - 30.20.3 The conduct of Administration or members of the public in attendance at the meeting, and
 - 30.20.4 The reputation of Members or Council as a whole;
- 30.21 **"Point of Procedure"** means a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- 30.21.1 Make an appropriate motion,
 - 30.21.2 Raise a Point of Order,
 - 30.21.3 Understand the procedure, or
 - 30.21.4 Understand the effect of a motion;
- 30.22 **"Postpone"** mean to delay the consideration of any matter to a future time and/or date.
- 30.23 **"Public Hearing"** means a meeting of Council convened to hear matters pursuant to the Act;
- 30.24 **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- 30.25 **"Quorum"** is the majority of all Members, fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw;
- 30.26 **"Refer"** means to delay the consideration of any matter so additional information may be obtained by Administration or other body, as directed by Council.
- 30.27 **"Rescind"** means to revoke or repeal a motion which had previously been passed by Council;
- 30.28 **"Special Meeting of Council"** means a meeting called by the Mayor pursuant to the Act;
- 30.29 **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are: in addition to or beyond the parameters of this Bylaw.

30.30 "**Town**" means the Corporation or the Town of Hinton.

30.31 "**Urgent Matters**" means a time-sensitive matter that requires immediate consideration; and

30.32 "**Written**" means words represented or reproduced by any mode of representing or reproducing words in visible form as defined in the *Interpretation Act*.

31.0 SEVERABILITY

31.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remained of this Bylaw is deemed valid.

32.0 EFFECTIVE DATE/REPEAL OF PRIOR BYLAWS

32.1 Bylaw 1060-6 and all amendments thereto are hereby repealed.

32.2 This Bylaw shall come into force and take effect upon the date of third and final reading thereof.

READ A FIRST TIME this DAY OF , 20 .

READ A SECOND TIME this DAY OF , 20 .

READ A THIRD TIME this DAY OF , 20 .

MAYOR

DIRECTOR OF CORPORATE SERVICES