



**Town of Hinton
Special Meeting of Council
AGENDA
November 30, 2021 - 4:00 PM
Council Chambers, Hinton Government
Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta**

Page

The Town of Hinton respectfully acknowledges that it is located on Treaty 6 Territory and Métis Nation Region No. 4. These are the traditional territories and ancestral lands of Indigenous Peoples including the Plains Cree First Nations, Aseniwuche Winewak Rocky Mountain First Nations, Stoney, Tsuu T'ina, Nakota, Denesuline, Saulteaux, Mountain Métis, Michif, and many other communities that continue to enrich the land on which the Town of Hinton was established.

With this sentiment,

ADOPTION OF AGENDA

1. Special Meeting of Council Agenda -November 30, 2021

DISCUSSION ITEMS

- 2 1. COVID 19 Related Security Services
- 3 - 14 2. Council Action Pending List

CLOSED SESSION

1. Mutual Performance - Closed per Section 24 of FOIP
2. Interim CAO Employment Agreement - Closed per section 17 & 24 of FOIP
3. Code of Conduct - Closed per Section 17 & 24 of FOIP

ADJOURNMENT



TOWN OF HINTON Administrative Report

- DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM
 DISCUSSION ITEM

DATE: Special Meeting of Council November 30, 2021

PRESENTED BY: Stuart Taylor

RE: SECURITY SERVICE CONTRACT FOR TOWN FACILITIES

Discussion Item & Purpose

In Our previous conversations at Regular Council, there was potential appetite to further discuss the end date of the current contract.

Attachment(s)



TOWN OF HINTON Administrative Report

- DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM
 DISCUSSION ITEM

DATE: Special Meeting of Council November 30, 2021

PRESENTED BY: Marcel Michaels

RE: ACTION PENDING LIST

Discussion Item & Purpose

There was a desire at the last Committee of the Whole meeting on November 23rd to focus more time on discussing the priorities of these items. This additional Special Meeting of Council allows us this opportunity.

Attachment(s)

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2202	That Council secure the land at Erith Park for the purposes of advancing the All Wheel Park Project Proposal whereas the securement for the all wheel park project expires after 48 months if the project has not been advanced.	02 Mar 2021	31 Mar 2025	14 Dec 2021	Carla Fox	IN PROGRESS: An update will be presented at the December 14, 2021 Regular Council Meeting as part of the Civic Agencies item so that funding impacts can be reviewed.
MD - 2234	Direct Administration to bring back a report on options to improve crosswalk safety at Gerard Redmond School and the intersection of Mountain Street, Fairfax Drive and Maligne Drive no later than December 31, 2021.	13 Apr 2021	31 Dec 2021	14 Dec 2021	Maurice de Beaudrap	IN PROGRESS: Exploring taller signs to increase visibility over parked cars, establishing increased or routine patrols by Community Peace Officers, report planned for December 14, 2021.
MD - 2325	That Council direct Administration to include \$50,000.00 in the draft 2022 budget to assist the Pine Valley Expansion Fundraising Team in furnishing the new lodge and that Administration work in collaboration with the Pine Valley Expansion Fundraising Team to provide a report to Council as part of the budget process for 2022.	07 Sep 2021	30 Jun 2022	14 Dec 2021	Carla Fox	IN PROGRESS: This matter will come before Council with the Civic Agency presentations on December 14, 2021 so that all requests for funds can be evaluated in relation to each other and has been included in the Base Budget for 2022.
MD - 2378	That Council direct Administration to bring an analysis report of appointing a non-voting Council representative on the Hinton Golfing Society Board to a future Committee of the Whole Meeting.	26 Oct 2021	14 Dec 2021	14 Dec 2021	Carla Fox	IN PROGRESS - Have connected with legal. Draft to commence.
MD - 2380	That Council direct Administration to bring an analysis report of appointing a Council representative on the Northern Rockies Museum Board in conjunction with the Civic Agency Presentations and Administrative Reports.	26 Oct 2021	14 Dec 2021	14 Dec 2021	Carla Fox	IN PROGRESS
MD - 2391	That Council direct Administration to prepare a draft Memorandum of Understanding for the Expression of Interest for the Hinton Golf Course for ratification by Council prior to formal execution of the MOU and be brought back to a future Council or Committee of the Whole Meeting.	09 Nov 2021	14 Dec 2021	14 Dec 2021	Winston Rossouw	IN PROGRESS: Draft MOU is anticipated to be presented at the December 14, 2021 Committee of the Whole Meeting.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2196	That Administration bring back a report on specific compression challenges within the Town of Hinton as well as strategies to address the issue during the 2022 budget process.	09 Feb 2021	31 Dec 2021	21 Dec 2021	Emily Olsen	IN PROGRESS: Will be presented in the Closed Session agenda of the December 21, 2021 Regular Council Meeting.
MD - 2282	That Committee direct the Mayor to schedule a meeting with Minister Wilkinson regarding thermal coal to express the impact of the recent political decision on our Community.	22 Jun 2021	31 Aug 2021	21 Dec 2021	Emily Olsen	IN PROGRESS: October 21, 2021 Email sent to Minister Wilkinson requesting online meeting October 28, 2021 - Called and left message for meeting request November 9, 2021 - Email sent requesting meeting November 19, 2021 - Email sent requesting meeting November 26, 2021 - Email & telephone call sent requesting meeting Letter will be sent by December 3rd requesting the same.
MD - 2359	That Administration provide an information report to Council once per month summarizing service levels and funding status of Security Services required to implement the COVID-19 Restrictions Exemption Program at the Rec Centre and other municipal buildings.	05 Oct 2021	18 Jan 2022	21 Dec 2021	Laura Howarth	IN PROGRESS: Information Reports will be provided at the second Regular Council Meeting each month; specifically Nov 15 (Information Item report was accepted for information), Dec 21, and Jan 18. If funds are not fully expensed, or services are not already amended or terminated, Council may decide by motion to do so.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2398	<p>That Council direct Administration to bring options regarding a transitional grace period rather than grand fathering for existing Short Term Rental accommodations.</p> <p>That Council direct administration to include in the draft Bylaw that all safety and accommodation inspections be completed prior to the application process.</p> <p>That Council direct Administration to ensure where appropriate all “host responsibilities” as listed in the Short-Term Rentals information for hosts document are included in the draft Bylaw.</p> <p>That Council refer Short Term Rentals Bylaw No.1162 to the January 11, 2022, Committee of the Whole Meeting for further discussion.</p>	15 Nov 2021	11 Jan 2022	11 Jan 2022	Winston Rossouw	PENDING
MD - 2411	That Committee direct Council to appoint one member and one alternate to the Hinton Library Board, and the member and the alternate to be decided by the Mayor.	23 Nov 2021	11 Jan 2022	11 Jan 2022	Carla Fox	PENDING:
MD - 2177	That Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that re-evaluation of this amount shall occur on an ongoing basis.	02 Feb 2021	31 Dec 2021	14 Jan 2022	Laura Howarth	IN PROGRESS: Will be presented as part of the Draft Operating Budget Report on January 14 and 15, 2022.
MD - 2199	Direct Administration to bring forward a 2022 draft budget with a maximum 3% tax increase.	16 Feb 2021	31 Dec 2021	14 Jan 2022	Carla Fox	IN PROGRESS: Will be presented by Budget Process Consultant Rob Osmond as part of the Draft Operating Budget Report on January 14 and 15, 2022.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2292	That the waived arena rental fees for the Hinton Timberwolves estimated to total \$ 12,500, \$ 7,500, and \$ 2,500 be funded from the Council Contingency Fund for 2022, 2023, and 2024, respectively.	06 Jul 2021	31 Dec 2021	14 Jan 2022	Laura Howarth	IN PROGRESS: Will be presented as part of the Draft Operating Budget on January 14 and 15, 2021.
MD - 2299	That Committee direct Administration to facilitate a live streamed and recorded workshop with Council prior to 2022 Budget Deliberations, to evaluate the Town's Infrastructure priorities with a focus on the Recreation Centre improvements and possible expansion to include an aquatic facility.	13 Jul 2021	30 Sep 2021	14 Jan 2022	Winston Rossouw	ON HOLD: To be discussed at the Draft Operating Budget Sessions January 14 & 15, 2022.
MD - 2327	That Council reinstate Accessible Transportation Services as a permanent Town-delivered service area with current limited-service levels for the remainder of 2021 and increased service levels for 2022 to be determined through the 2022-2024 Operational Budget process.	07 Sep 2021	31 Dec 2021	14 Jan 2022	Laura Howarth	IN PROGRESS : Current limited service levels continue to be delivered in 2021. Options for increased service levels will be presented as an Operating Business Case during the Draft Operating Budget deliberations with Council on January 14 & 15, 2022.
MD - 2388	That Council direct Administration to include \$60,000 in the January 14&15, 2022 Draft 2022 Operational Budget for the purpose of the Hinton Community Grant Program to be funded from ATE Revenue and the balance to be funded from taxation.	02 Nov 2021	14 Jan 2022	14 Jan 2022	Carla Fox	IN PROGRESS: Will be included in the Base Operating Budget presented January 14 & 15, 2022.
MD - 2403	That Committee direct Administration to include the Adaptable and Progressive Transportation in Hinton Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Laura Howarth	IN PROGRESS: Community Services (FCSS) Transit manager is drafting the OPP incorporating information as requested and currently available regarding various transit models and option for the Hinton community.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2404	That Committee direct Administration to include the Reconfiguring some Bylaw and RCMP responsibilities Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Maurice de Beaudrap	PENDING:
MD - 2405	That Committee direct Administration to include the Development of Boutin Lands Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Winston Rossouw	PENDING:
MD - 2406	That Committee direct Administration to include the Bike Racks at key locations Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Laura Howarth	IN PROGRESS: Community Services (PR&C) manager is drafting the OPP incorporating information as requested and currently available regarding bike racks for installation at key locations throughout the community, including models, quotes, timelines and applicable options and constraints.
MD - 2407	That Committee direct Administration to include the Focus Economic Development on measurable targets Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Winston Rossouw	PENDING:

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2408	That Committee direct Administration to include the Increased Level of Services at Cemetery Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Laura Howarth	IN PROGRESS: Community Services (PR&C) manager is drafting the OPP incorporating information as requested and currently available regarding increased levels of service at the cemetery and impacts to other Parks services throughout the community. This draft will include information related to a proposed wildflower seeding new operating business case.
MD - 2409	That Committee direct Administration to include the "Take it or Leave It Sharing Facility" Council Operating Project Proposal as part of the Draft Operating Budget Report presented at the January 14 and 15, 2022, Committee of the Whole Meeting for further deliberation.	23 Nov 2021	14 Jan 2022	14 Jan 2022	Winston Rossouw	PENDING:
MD - 2410	That Committee direct Mayor Michaels to contact Legal Council to obtain information and advice on topics as discussed in closed session.	23 Nov 2021	18 Jan 2022	18 Jan 2022	Emily Olsen	PENDING:
MD - 2310	That Council proceed with Option 3 – Build Boardwalk Approaches (North, South & West) to Maxwell Lake Bridge with limited plaza features as required for connectivity, with no modification to the bridge structure or elevation.	24 Aug 2021	31 Dec 2021	25 Jan 2022	Winston Rossouw	IN PROGRESS: Discussion with Alberta Environment & Parks (AEP) is underway. Preliminary design options are in progress. Design concepts will be shared with Boardwalk Oversight Committee.
MD - 2318	That Committee direct Administration to invite a representative from the Hinton Friendship Centre to a Standing Committee Meeting or to provide other feedback regarding the Town of Hinton's Land Acknowledgement Statement.	31 Aug 2021	30 Sep 2021	25 Jan 2022	Carla Fox	IN PROGRESS: Community Elders have been contacted and engaged; ongoing feedback is continuing and will be presented by staff to Council once fully collected.
MD - 2377	That Council direct Administration to continue to advertise for remaining open positions on boards and committees, and to bring the applications back to Council for decision at a future Council Meeting prior to January 30, 2022.	26 Oct 2021	30 Jan 2022	25 Jan 2022	Carla Fox	IN PROGRESS - Advertisements placed in Voice, FB and Radio on alternating dates until mid January.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2402	That Council direct administration to bring back alternative options to redeploy the COVID-19 resiliency support program grant funds based on responses gathered from a Hinton business outreach by January 25, 2022.	15 Nov 2021	25 Jan 2022	25 Jan 2022	Winston Rossouw	PENDING
MD - 2136	That Council direct Administration to pursue Option 3 as the preferred approach – A Collaborative Partnership approach in the development of the Boutin Avenue lands with other organizations and developers and collaboratively seek other sources of grant funding to provide affordable housing through a phased approach and that Council direct Administration to make application for the Canada Mortgage and Housing Rapid Housing Initiative Grant and the SEED Funding Grant using Colliers Project Leaders consulting services to an amount not to exceed \$45,500.	21 Nov 2020	01 Jan 2021	15 Feb 2022	Winston Rossouw	IN PROGRESS: Rapid Housing Initiative grant application is complete and submitted. Revised date is subject to response.
MD - 1686	Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019.	11 Dec 2018	31 Mar 2019	22 Feb 2022	Laura Howarth	IN PROGRESS: Development Services is managing the process to create minimum landscape, design, and construction standards as recommended under the Parks, Open Spaces, and Trails (POST) Master Plan. A consulting firm has been hired, workshops have been completed, and final reporting is underway.
MD - 2112	That Council direct Administration to bring back a report outlining options for land consolidation at the Hinton Golf Course to a Standing Committee meeting before the end of Q2 2021.	10 Nov 2020	30 Jun 2021	22 Feb 2022	Winston Rossouw	IN PROGRESS: Will proceed after the Golf Course EOI process is complete.
MD - 2178	That Council direct Administration to bring a report to a Standing Committee meeting with options for the duplicated boardwalk and trail sections, and with input from the oversight committee once established.	02 Feb 2021	31 Dec 2021	22 Feb 2022	Laura Howarth	ON HOLD: Until the oversight committee is functioning and can provide input.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2247	That Council direct Administration to pursue an Expression of Interest (EOI) process for the Recreation Centre refurbishment and / or a standalone Recreation Centre facility completed by fall 2021 to ascertain if the proposed capital improvements subscribe and aligns with Investing in Canada Infrastructure Program (ICIP) outcomes.	27 Apr 2021	31 Oct 2021	22 Feb 2022	Winston Rossouw	IN PROGRESS: Expression of Interest to be submitted in late Fall 2021 and is dependent upon the Province of Alberta relaunching the application portal in Fall 2021.
MD - 2248	In parallel, consider pursuing the Integrated Project Delivery (IPD) model to undertake the Recreation Centre project.	27 Apr 2021	31 Oct 2021	22 Feb 2022	Winston Rossouw	IN PROGRESS: Expression of Interest to be submitted in late Fall 2021 and is dependent upon the Province of Alberta relaunching the application portal in Fall 2021.
MD - 2334	That Council approve in principle the intent of the West Yellowhead Regional Waste Management Authority Board to move to a Commission. That Council support in principle the West Yellowhead Regional Waste Management Authority model with two conditions: • That Constituent municipal Councils review and approve the annual business plan of the Commission; and • Ensure that the financial impacts (both positive and negative) be explored in greater detail and be brought back to constituent Councils in advance of finalization and implementation of the Regional Servicing Commission Model.	07 Sep 2021	31 Oct 2021	22 Feb 2022	Winston Rossouw	IN PROGRESS: Final impacts to the proposed direction is underway.
MD - 2331	That Council direct the CAO Committee to complete a CAO Performance review prior to October 18, 2021.	07 Sep 2021	18 Oct 2021	28 Feb 2022	Emily Olsen	ON HOLD: Until CAO Olsen returns.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 1643	Direct Administration to present Recreation Centre Project funding plan options by the end of December 31, 2018.	11 Oct 2018	31 Dec 2018	22 Mar 2022	Carla Fox	ON HOLD: See MD-2247, MD-2248 and MD-2299.
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.	15 Jan 2019	31 Mar 2019	22 Mar 2022	Laura Howarth	ON HOLD: see MD-2247, MD-2248 and MD-2299.
MD - 1759	Administration to bring the water service levels and delivery to a Standing Committee meeting by the end of October 2019.	23 Apr 2019	31 Oct 2019	22 Mar 2022	Winston Rossouw	IN PROGRESS: In consultation for deliverables.
MD - 1868	That Committee direct Administration to bring a report including options on the next steps for the Aquatic Centre before the end of 2019.	08 Oct 2019	31 Dec 2019	22 Mar 2022	Emily Olsen	ON HOLD: see MD-2247, MD-2248 and MD-2299.
MD - 2031	That Council direct Administration to develop the Full Cost Recovery Volume based Fee structure for Residential and Commercial Customers based on service costs	14 Jul 2020	30 Sep 2020	22 Mar 2022	Winston Rossouw	IN PROGRESS: Commercial forms part of the Waste Management Bylaw.
MD - 2032	That Council approve public engagement including an online session and an in-person session on recycling options before the end of the first quarter 2021.	14 Jul 2020	31 Mar 2021	22 Mar 2022	Winston Rossouw	IN PROGRESS
MD - 2383	That Council direct Administration to bring a draft bylaw to create a Council Code of Conduct Review Committee as a discussion item to the Committee of the Whole Meeting before March 31, 2022.	26 Oct 2021	22 Mar 2022	22 Mar 2022	Carla Fox	IN PROGRESS
MD - 2293	That Council direct Administration to proceed with the Tennis and Pickleball Court Resurfacing capital project in 2021 and that a total allocation of \$71,811 be funded from the Parks & Trails Major Reserve to complete the scope as defined in Option A.	06 Jul 2021	31 Oct 2021	01 Jun 2022	Laura Howarth	IN PROGRESS: Project scope will be implemented within funding allotment; full project completion carries forward to spring 2022.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2086	That Committee direct Administration to engage with the Community Engagement Advisory Committee (CEAC) to recommend emission reduction targets to Council as part of milestone 2 of the Partners for Climate Protection Program.	13 Oct 2020	31 Mar 2021	14 Jun 2022	Carla Fox	ON HOLD: Until additional Administrative support is available. Municipal Energy Manager through ACP grant will assist. Awaiting on the awarding of that grant. Council will also determine CEAC mandate related to this item.
MD - 2108	That Council direct Administration to bring a report regarding taxation of mobile home park property and residences to a Standing Committee meeting before the end of June 2021.	03 Nov 2020	30 Jun 2021	14 Jun 2022	Carla Fox	ON HOLD: Reprioritized due to limited resources.
MD - 2191	Seek consensus that all individual reserves be removed from the Fiscal Responsibility Policy and be replaced with overarching reserve policies. That the above motion be referred to the March 9, 2021 Standing Committee meeting to allow Administration to explore the possibility of including appendix material as discussed in the Standing Committee meeting of Tuesday, February 9, 2021.	09 Feb 2021	09 Mar 2021	28 Jun 2022	Carla Fox	ON HOLD: Draft completed. Reprioritized to June 2022 due to limited resources.
MD - 2192	Direct Administration to bring back the Fiscal Responsibility Policy FN -1301 with a review date of March 2022. That Section 6.8 include no later than 6 weeks from the end of the quarter.	09 Feb 2021	09 Mar 2021	28 Jun 2022	Carla Fox	ON HOLD: The various policies of the fiscal responsibility framework are under development. Reprioritized due to limited resources.
MD - 2235	Direct Administration to bring back a report with the safety and revenue implications of terminating the Automated Traffic Enforcement program upon the expiration of the extension with Global Traffic at the end of 2021.	13 Apr 2021	30 Sep 2021	28 Jun 2022	Maurice de Beaudrap	IN PROGRESS: Director of Corporate Services will support the Financial Impacts in the report prepared by the Director of Protective Services.

COUNCIL ACTION PENDING
As of November 23, 2021

Item Number	Action Required	Meeting Date	Due Date	Revised Date	Staff Responsible	Additional Comments
MD - 2335	That Council direct Administration to proceed with naming the Football Field and Track Area at the Hinton Recreation Centre to the Chris Johnstone Field.	07 Sep 2021	31 Dec 2021	28 Jun 2022	Winston Rossouw	IN PROGRESS - Next steps for signage.
MD - 1884	That Council approve the Standing Committee's recommendation for Administration to invite Request for Proposals (RFP) to bid on the ATE program contract.	05 Nov 2019	31 Mar 2020	30 Jun 2022	Maurice de Beudrap	ON HOLD: New legislation as of December 1, 2019 from Provincial Government - all new programs were put on hold for approximately 2 years. No indication of when this will be lifted.
MD - 2317	That Committee direct Administration to bring the Welcoming and Inclusive Communities Draft Policy AD 1201 to the Strategic Planning Session of the new Council.	31 Aug 2021	31 Dec 2021	30 Jun 2022	Carla Fox	ON HOLD: Until incoming Council establishes timeline for Strategic Planning Session.