

# BEAVER BOARDWALK COMMUNITY OVERSIGHT COMMITTEE MEETING

Meeting Minutes  
November 22, 2021  
Location: Zoom  
4:00-5:30 pm

## Beaver Boardwalk Community Oversight Committee Members Present:

Beth MacCallum, Douglas Lamb, Jan Vassbotn, Kevin Gedling, Tom Marshall, Trevor Boutilier, Vivian Sergeew, Councillor Ostashek

**BBOC Members Absent:**None

## TOH Admin Present:

**Acting Parks, Recreation & Culture Manager** – A. McEachern

**Arena & Parks Supervisor** – C. Oshanyk

**Acting Director of Community Services** – H. v Klaveren

**Strategic Services Manager** – H. Waye

**TOH Admin Absent:** None

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### The Vision

The Beaver Boardwalk is a beloved community asset that balances a fiscally responsible, safe, outdoor recreational and educational experience with minimal impact to the natural landscape.

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## 1.0 CALL TO ORDER – 4:00 PM

### 2.0 AGENDA

2.1 **Additions to the Agenda:** No additions to the agenda were made.

### 3.0 OLD BUSINESS

#### 3.1 Review of e-mail submitted by Jan Vassbotn dated October 27/21

- 3.1.1 **Oversight vs. Engagement, what is our ultimate purpose?:** The main goal of the Beaver Boardwalk Oversight Committee (BBOC) is to ensure that work within the wetland is done with the vision and direction of the previous committee in mind. The Beaver Boardwalk Oversight Committee can make recommendations and bring those forward to Council for decision. An operational maintenance workplan is in place for 2022, the BBOC can provide their feedback on the current and upcoming years maintenance workplans. The BBOC can work towards new projects (i.e. opening closed sections) but this work is required to be funded from grants.
- 3.1.2 **Number of meetings:** The BBOC Terms of Reference states meetings are to occur quarterly and on an as need basis.
- 3.1.3 **The two vacant positions:** The 2 position vacancies are being re-advertised as per Council direction. Once applicants have been received the decision/appointment of committee members will go to Council for decision.
- 3.1.4 **Grants:** Grants are to be used for any additional work done above the 60,000.00 annual allotment for Beaver Boardwalk maintenance. The Town of Hinton Administration can provide support to the committee on how to locate and apply for grants.
- 3.1.5 **Code of Ethics; do we have/need one:** As a committee of Council the BBOC is beholden to the Code of Conduct.

#### 4.0 ACTION ITEMS

- 4.1 **Review Council Code of Conduct & Procedure Bylaw:** The BBOC reviewed the procedure bylaw for the committee and were provided an overview. The BBOC members are asked to review the bylaw in full and provide any questions or feedback at next meeting.
  - 4.1.1 **Community Engagement Practices:** BBOC should support the overall decision of the committee, if dispute on a matter arises it is to be brought to the Chair. The committee may ask the community members for their feedback and share findings/feedback at meetings.
- 4.2 **Election of BBOC Chair:** Motion to elect Council Ostashek as BBOC Chair from now until March 2022. – Carried unanimously.
- 4.3 **Election of BBOC Minute Recorder:** Motion to elect Trevor Boutilier as BBOC Meeting Minute Recorder for one calendar year. – Carried unanimously.
  - 4.3.1 **Review Process for Minute Submission to TOH website:** Once meeting minutes are disseminated to all committee members, they are asked to respond to the email stating “approve”. Once the minutes have been approved by all members, they will be posted on the Town of Hinton website.
- 4.4 **Regular Meeting Schedule:** The Terms of Reference states the BBOC is to meet Quarterly (January, April, September & December). Motion to meet monthly for the first 3 months and then re-evaluate in February 2022 – Carried unanimously.
- 4.5 **MSP Beaver Boardwalk Project Update:** An explanation was provided on the upcoming Beaver Boardwalk maintenance work to begin in upcoming months. A request for the design package to come at next meeting.
- 4.6 **Duplicated Boardwalk Sections: MD-2178/Deliverables Report:** An explanation was provided on the monitoring of usage to various Beaver Boardwalk sections. Administration is looking into alternative options to use for tracking usage that does not require video surveillance.
- 4.7 **2022 Maintenance Work Reporting:** The \$600,000.00 allotted for Beaver Boardwalk maintenance for 2022 will not be outsourced it will be contracted. Administration reviewed the workplan that has been developed.
  - 4.7.1 **Group Feedback on 2022 Maintenance Work Plan:** Moved to next meeting.

#### 5.0 DISCUSSION ITEMS

- 5.1 **2022 Proposed Grant Funded Projects:** Moved to next meeting.

#### 6.0 NEXT MEETING DATE

- 6.1 TBD

#### 7.0 ADJOURNMENT – 5:50 PM