



TOWN OF HINTON
RURAL RENEWAL STREAM COMMITTEE MINUTES
Monday December 12, 2022

<u>MEMBERS PRESENT:</u>	Caryn Bouchard, Town of Hinton FCSS Manager; Carmen Schultz, Program Supervisor Alberta Supports; Janice Baxter, Executive Director B.R.I.D.G.E.S. Society; Deena Fuller, Executive Director Hinton Adult Learning Society; Deborah Juch, Town of Hinton Director of Community Services; Natalie Charlton, Executive Director Hinton Chamber of Commerce; Madonna Popwell, Client Services Manager Evergreens Society; Amir Hassan, Chief Executive Officer PAR999 (electronically at 1:32 pm).
<u>MEMBERS ABSENT:</u>	None.
<u>OTHERS PRESENT:</u>	None.

1. ORDER

1.1. Call to Order

Chair Bouchard called the meeting to order at 1:18 p.m.

2. ADOPTION OF AGENDA

2.1. RRS Committee Agenda

Motion by Natalie Charlton that Committee adopt the agenda as presented.

Carried Unanimously

3. INTRODUCTIONS AND SIGN IN

3.1. Members introduced themselves, their agency, and primary service area

4. PROCEDURES

4.1. Chair Bouchard outlined the proposed the chairperson rotation and minute taking procedures.

Motion by Janice Baxter to approve.

Carried Unanimously

4.2 Committee reached consensus on the following housekeeping matters:

- Term of the Committee to coincide with Designated Community terms.
- Agenda package will be prepped by Town of Hinton employees and circulated by email by noon of the Thursday preceding the next Committee meeting.
- Non-voting issues may be decided by email input request that includes a consideration period; replies will be by Reply-All.
- Some voting matters may also be dealt with by Teams/Zoom meetings.
- *FOIP Act* applies to information Members acquire in the course of Committee work.

5. REVIEW OF DRAFT COMMITTEE DOCUMENTS

5.a Terms of Reference

Agency-requested amendments will be incorporated and the amended ToR emailed asap.

Motion by Janice Baxter to approve the Committee Terms of Reference as amended.

Carried Unanimously

5.b Process Map

- To be amended to insert a “short cut” path skipping steps 3, 4, and 5 for Candidates who already have a job offer or employment in Hinton.

5.c Employer Application Form

- To be amended to require letters from regulatory agencies certifying compliance (where available without inordinate delay e.g., WCB Compliance Letter); otherwise, employer declarations of compliance to be required.

5.d Template Endorsement Letter

- To be finalized pursuant to discussion; no substantial changes required.

6. Candidate Screening Form?

- Candidate profiles will be required; form to be developed to facilitate appropriate information to be collected from the employer and candidate so supports package can be prepared.

7. Work Visa/Employer Support of RRS

- Item was deemed no longer needing discussion.

8.a/b Caryn Bouchard outlined the plan for RRS Committee communications:

- Natalie Charlton and others identified the need to replicate the upcoming Committee webpage with links on other agency websites as possible;
- promotion to business groups is essential;
- potentially showcase Committee members and agencies to “people” the taskforce.

8.c Deborah Juch outlined the need for reports on Committee accomplishments to Town Council:

- confirmed that the Committee will review and approve reports before they go on a Town agenda.

9. Janice Baxter is nominated to Chair the next meeting, date TBD by email.

10. ADJOURNMENT

10.1. The meeting was adjourned at 2:53 pm.

Chairperson Name

Chairperson Signature

DRAFT