



# AGENDA

## Regular Council Meeting

4:00 PM - June 16, 2026

Council Chambers, Hinton Government Centre

Page

1. **ORDER**  
*The Town of Hinton respectfully acknowledges that it is located on the First People's traditional lands. We recognize this traditional territory to show respect and understanding to those who walked this land since time immemorial. Today, we uphold our ongoing responsibility to work together in the spirit of the intent of the Treaties with all the First Peoples and Nations that call this place home. The Town expresses gratitude for the opportunity to build a better community on these sacred lands for generations to come.*
  - 1.1. Call to Order
2. **ADOPTION OF AGENDA**
  - 2.1. Regular Council Agenda
3. **COUNCIL MINUTES FOR ADOPTION**
  - 3.1. Regular Council Meeting June 02, 2026.
4. **MINUTE WITH COUNCIL**  
 Minute with Council provides an opportunity where residents can address Council regarding issues, events, celebrations, or concerns. To ensure a constructive and welcoming environment, please adhere to the following guidelines:
  - Keep your remarks concise; you have three (3) minutes
  - Address the Chair of the meeting when speaking to Council.
  - Avoid asking questions, as this is not a Q&A session.
  - Maintain a respectful tone and language.
5. **PRESENTATIONS**
  - 5.1. Hinton Youth Advisory Council Presentation
  - 5.2. Extended Producer Responsibility Phase 2
  - 5.3. Community Grant Program
6. **PUBLIC HEARING**
  - 6.1. Non-Statutory Public Hearing for Short-Term Rentals Bylaw No. 1162-3
7. **ACTION ITEMS**
  - 7.1. Award the 2026 Community Grant Applicants
  - 7.2. Short-Term Rentals Bylaw Amendment No. 1162-3





**TOWN OF HINTON**  
**Regular Council MEETING MINUTES**  
**Tuesday, June 2, 2026**

**COUNCIL PRESENT:**

Brian LaBerge  
 Kristen Chambers  
 Natalie Charlton  
 Gail Dunn  
 Don MacLean  
 Dewly Nelson

**COUNCIL ABSENT:**

None

**STAFF PRESENT:**

Jordan Panasiuk, Chief Administrative Officer  
 Jennifer Davey-Campbell, Executive Assistant  
 Alicia Bourbeau, Director of Corporate Services  
 Trent McLaughlin, Director of Infrastructure and Development Services  
 Tania Millen, Communications Coordinator  
 Winston Rossouw, Director of Strategic Projects  
 Lorraine Walker, Municipal Planner  
 Shannen Shott, Manager of Library Services  
 Melissa Delorme, Legislative Services Coordinator

**1. ORDER**

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## 1.1. Call to Order

Mayor LaBerge called the meeting to order at 4:00 p.m.

**2. ADOPTION OF AGENDA**

## 2.1. Regular Council Agenda

**RC-260602.01**

Motion by Councillor Chambers that Council adopt the agenda as presented.

Carried unanimously

**3. COUNCIL MINUTES FOR ADOPTION**

## 3.1. Regular Council Meeting May 19, 2026

## 3.2. Committee of the Whole Meeting May 26, 2026

**RC-260602.02**

Motion by Councillor MacLean that Council adopt the minutes from the Regular

Council Meeting on May 19, 2026 and the Committee of the Whole Meeting on May 26, 2026.

Carried unanimously

#### 4. **MINUTE WITH COUNCIL**

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##### 4.1. Bernie Kreiner - Pathway to the Park update

Requesting a letter of support from Council for the Pathway to the Park. The project had received a letter of support from previous Council.

##### 4.2. Colette Walker

Asking that Council withhold a letter of support or any investments for the pathway to the park. Concerns regarding rural safety on the path, the lack of support from other counties, and the future cost of upkeep for the path.

##### 4.3. Shelley Burn

Opposed to the pathway to the park as it is currently routed. Concerns include Yellowhead County's lack of support, future funding for maintenance, and the cost of this project.

##### 4.4. Darren Burn

Opposed to the current proposed route for the pathway to the park. The proposed path overlaps existing paths that allow multiple types of users (ATV, Snowmobiles, Bikes, Horses, Dogs, Trappers and Hunters) that the future path may not allow. This could negatively impact the locals who have used these trails for many years.

##### 4.5. Shazma T

Speaking to the Short-Term Rentals Bylaw amendments. We are not opposed to Airbnbs, but want to ensure that they have the same guidelines and regulations regarding health & safety, security and taxations as the hotels. We support the proposed amendments, but do not support the Cap exemptions for newly built residential homes.

#### 5. **PRESENTATIONS**

##### 5.1. Yellowhead Regional Library Board

###### **RC-260602.03**

Motion by Councillor Chambers that council accept the Yellowhead Regional Library Board presentation for information.

Carried unanimously

#### 6. **CLOSED SESSION**

*Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of ATIA. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at a closed meeting except a resolution to revert to the open council meeting in public or to recess.*

- 6.1. Appointment to the Regional Assessment Review Board  
Closed per section 20 of ATIA

**RC-260602.04**

Motion by Councillor Chambers that Council move into Closed Session at 4:27 p.m.  
Carried unanimously

**RC-260602.05**

Motion by Councillor Charlton that Council move out of Closed Session at 4:29 p.m.  
Carried unanimously

**7. ACTION ITEMS**

- 7.1. Appointments to the Regional Assessment Review Board

**RC-260602.06**

Motion by Councillor Charlton That Council appoint Lyla Mozel and Melanie Portas (two members) to the Regional Assessment Review Board for a three-year term, effective June 2, 2026.

Carried unanimously

- 7.2. Yellowhead Regional Library Municipal Levy Increase

**RC-260602.07**

Motion by Councillor Dunn That Council agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Carried unanimously

- 7.3. Possible Incentives for Sale and Build Out of Tier 1 and Boutin Lands

**RC-260602.08**

Motion by Councillor Chambers That Council direct Administration to proceed with Option 1.

Carried unanimously

- 7.4. Grace Period for Municipal Levy Penalty

**RC-260602.09**

Motion by Councillor Nelson That Council approve deferring the July 1, 2026 property tax penalty to July 30, 2026.

Carried unanimously

- 7.5. Policies to Rescind

**RC-260602.10**

Motion by Councillor MacLean That Council rescinds the policies listed in the Policies to Rescind: June 2026 report, as presented.

Carried unanimously

**RC-260602.11**

Motion by Councillor Nelson That Council renumbers the following policies; Public Participation Policy AD-1209 to AD-1211, One Off Financial Request Policy CS-7201 to CS-7208 and Budget Policy FN-1302 to FN-1303.

Carried unanimously

## 7.6. Short-Term Rentals Bylaw Amendment No. 1162-3

**RC-260602.12**

Motion by Councillor Chambers That Council give the Short-Term Rentals Bylaw Amendment No. 1162-3 First Reading.

Carried unanimously

**RC-260602.13**

Motion by Councillor Dunn That Council amend Short-Term Rentals Bylaw 1162-3 to remove Cap exemptions for newly built residential units.

Carried unanimously

**RC-260602.14**

Motion by Councillor MacLean that Council direct administration that the cap goes from 70 to 60 in the Short-Term Rentals Bylaw 1162-3.

DEFEATED. 3-3

(In Favour: Mayor LaBerge, Councillor Dunn, and Councillor MacLean).  
(Opposed: Councillor Chambers, Councillor Charlton, and Councillor Nelson).

**RC-260602.15**

Motion by Councillor Nelson that Council direct administration that successful candidates for Short-Term Rentals Bylaw 1162-3 be awarded by lottery and not by a first come first serve basis.

Carried 4-2

(In Favour: Mayor LaBerge, Councillor Chambers, Councillor Charlton, and Councillor Nelson).

(Opposed: Councillor Dunn and Councillor MacLean).

**RC-260602.16**

Motion by Councillor MacLean Withdrawn - that Council give Short-Term Rental Bylaw 1162-3 second reading as amended.

Carried unanimously

**RC-260602.17**

Motion by Councillor Nelson that Council direct administration to bring back the Short-Term Rentals Bylaw 1162-3 to June 16, 2026 Regular Council Meeting.

Carried unanimously

**RC-260602.18**

Motion by Councillor Chambers that Council direct administration to hold a non-statutory Public Hearing regarding the Short-Term Rentals Bylaw 1162-3 at the June 16, 2026 Regular Council Meeting.

Carried 5-1

(In Favour: Mayor LaBerge, Councillor Chambers, Councillor Charlton, Councillor  
Dunn, and Councillor Nelson).  
(Opposed: Councillor MacLean).

**8. CORRESPONDENCE**

8.1. Letter from the Alberta Hotel & Lodging Association (AHLA)

**RC-260602.19**

Motion by Councillor Charlton that Council accept the correspondence as presented.

Carried unanimously

**9. INFORMATION ITEMS**

9.1. World Elder Abuse Awareness Day

Mayor LaBerge read World Elder Abuse Awareness Day.

**10. NOTICES OF MOTION**

**11. REPORTING**

11.1. Council Reports

- Boards and Committees of Council

11.2. Chief Administrative Officer

- Reporting and Status Report

**12. ADJOURNMENT**

12.1. Call for Adjournment of Meeting

**RC-260602.20**

Motion by Councillor Nelson that Council adjourn the meeting at 6:04 p.m.

Carried unanimously

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Mayor

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Chief Administrative Officer

# OUR YOUTH COUNCILLORS



COUNCILLOR  
STERLING



COUNCILLOR  
HEERAL



COUNCILLOR  
SABRINA



COUNCILLOR  
KRYSTAL



COUNCILLOR  
MAX



COUNCILLOR  
KENZIE



COUNCILLOR  
RUDY



COUNCILLOR  
ADDY

# VOLUNTEER WORK

- Full Circle
- Helped coach the HCHS junior boys basketball team
- Rural Mental Health Network
- Santa's Anonymous
- Scorekeeping basketball games
- Beaver Boardwalk Community Oversight Committee
- Ecole Mountain View School
- Easter Bunny Photoshoot
- Superintendent's Youth Council
- Food Bank
- Hinton Poverty Simulation

# GUEST SPEAKERS

- CRISTINA SHANTZ

PRESENTED ABOUT TOWN BOARDS AND COMMITTEES

- ALICIA BOURBEAU

DELEGATION/PRESENTATION REGARDING THE UNOFFICIAL MASCOT RFD

- AMANDA YAWORSKI

PRESENTED INFORMATION ON ROBERT'S RULES

- SHIRLEY CAPUTO

GUEST SPEAKER FROM PROTECT YOUR ASSETS

- BROOKE ALDEN

PRESENTED FROM THE RURAL MENTAL HEALTH NETWORK

- LINDSEY KERMER

PRESENTED ON MENTAL WELLNESS IN THE SCHOOLS

# ATHACAT!

- Should the Athacat keep its name?

*Motion by Heeral to keep the mascot's (Athacat) current name.*

**Motion carried unanimously**

- Should the mascot be designed by the Youth Council, or should the community vote on a design?

*Motion by Sabrina that HYAC make a base design, let the public vote on it, then send it to the kids later.*

**Motion c arried unanimously**



# ATHACAT!

- Should the mascot have its own social media personality?

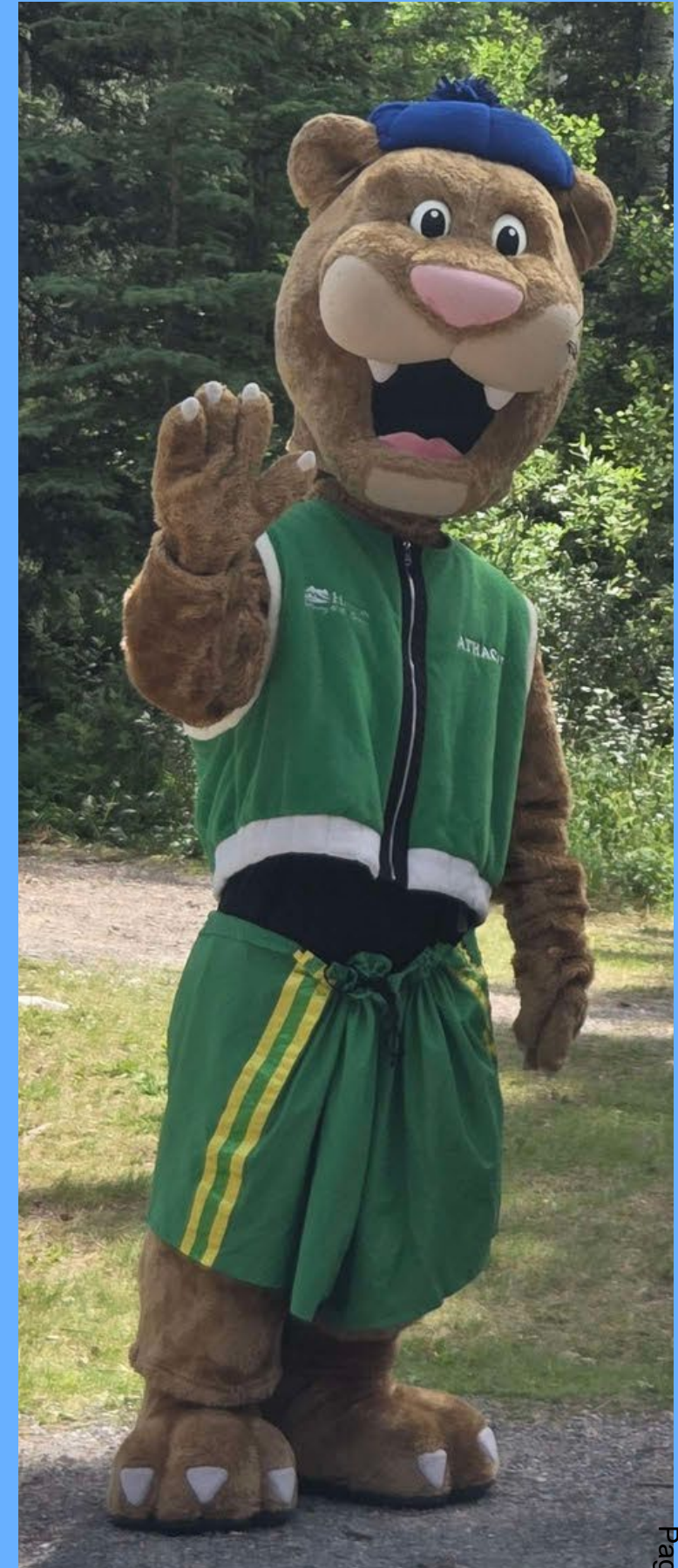
*Motion by Max that the mascot should have its own social media personality.*

**Motion carried unanimously**

- Is it a good idea to replace the town mascot with a new costume?

*Motion by Krystal that it is a good idea to replace the town mascot.*

**Motion carried unanimously**



PINE VALLEY LODGE



PINE VALLEY LODGE

BINGO



- An evening of bingo filled with laughter, conversation and friendly competition.
- Worked together to plan and participate in a meaningful volunteer opportunity.
- Created positive community connections while giving back and creating social engagement.



# MENTAL WELLNESS PROJECT

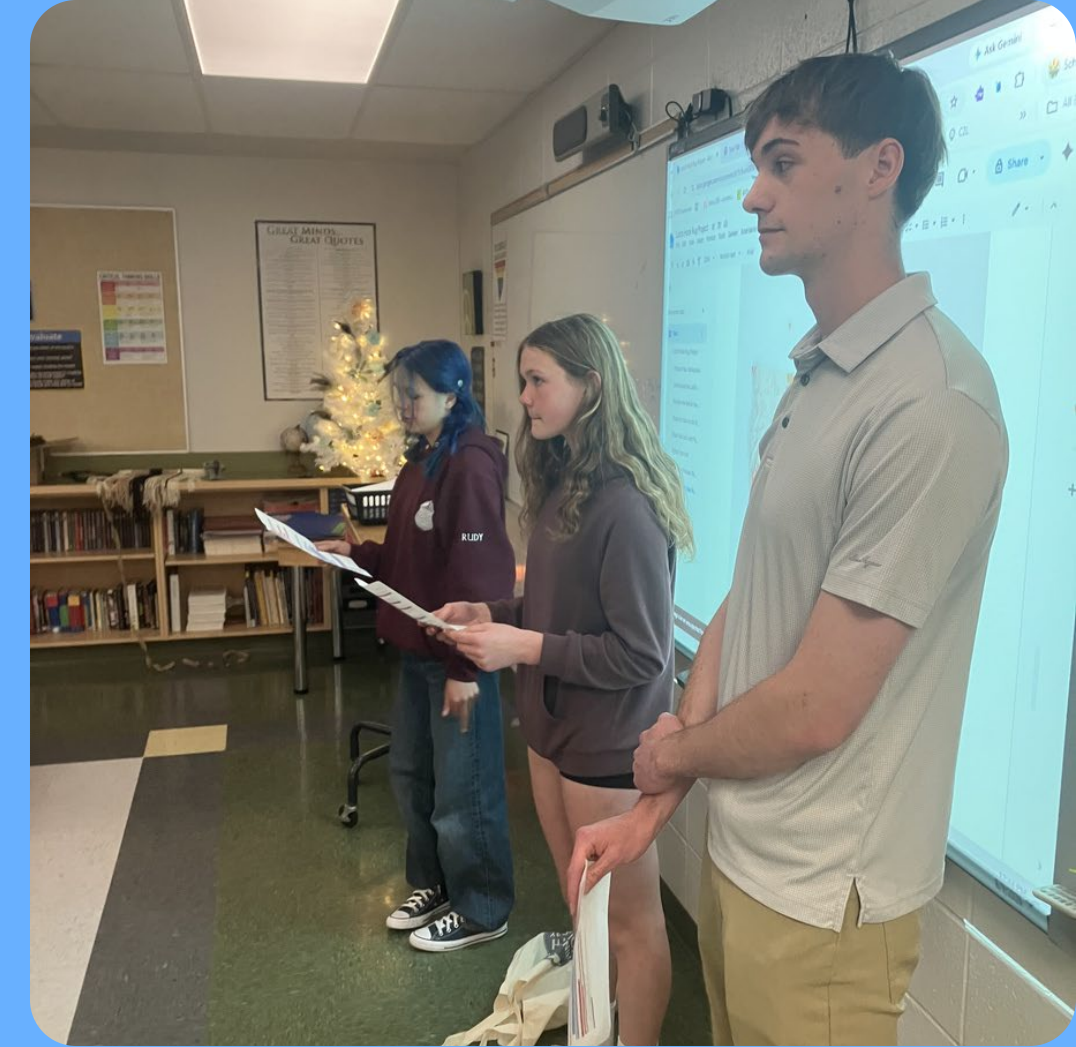
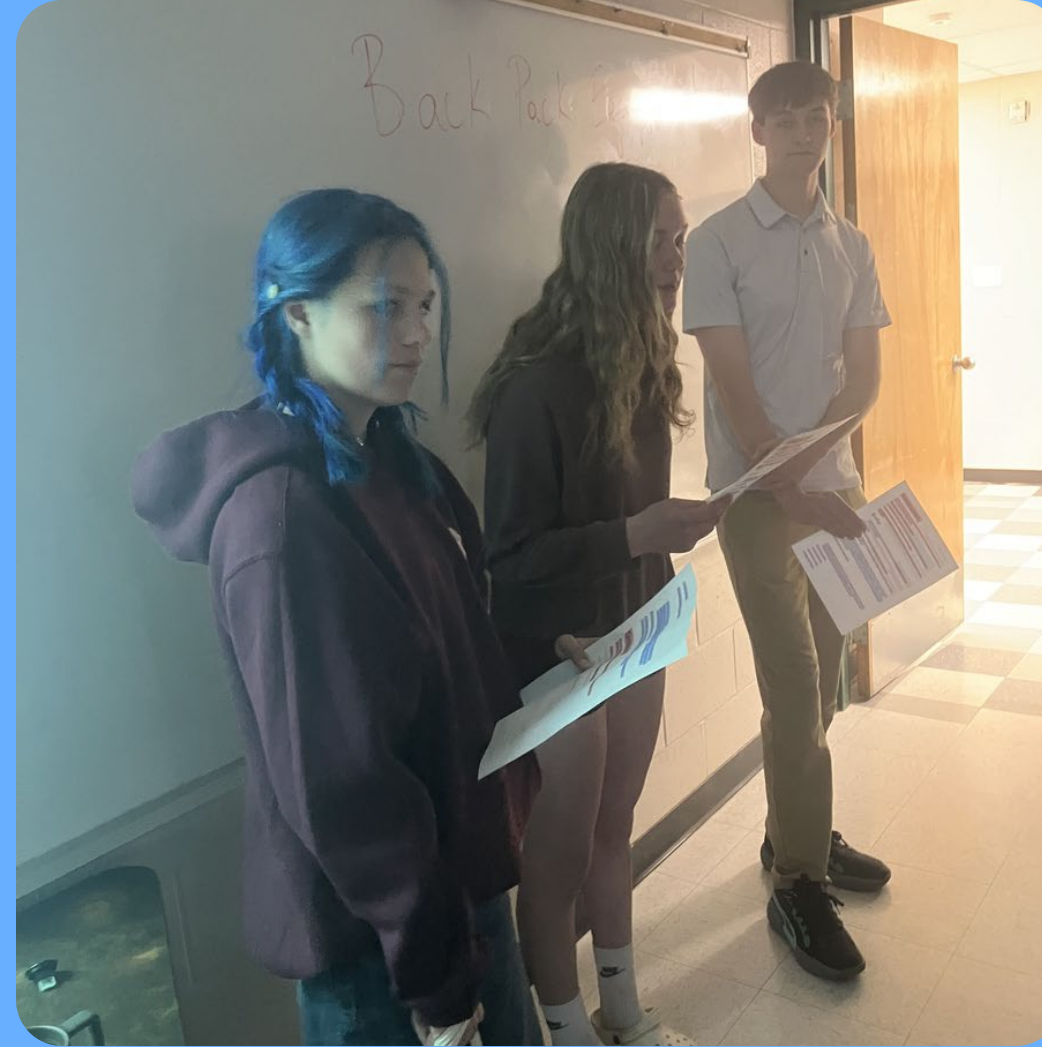
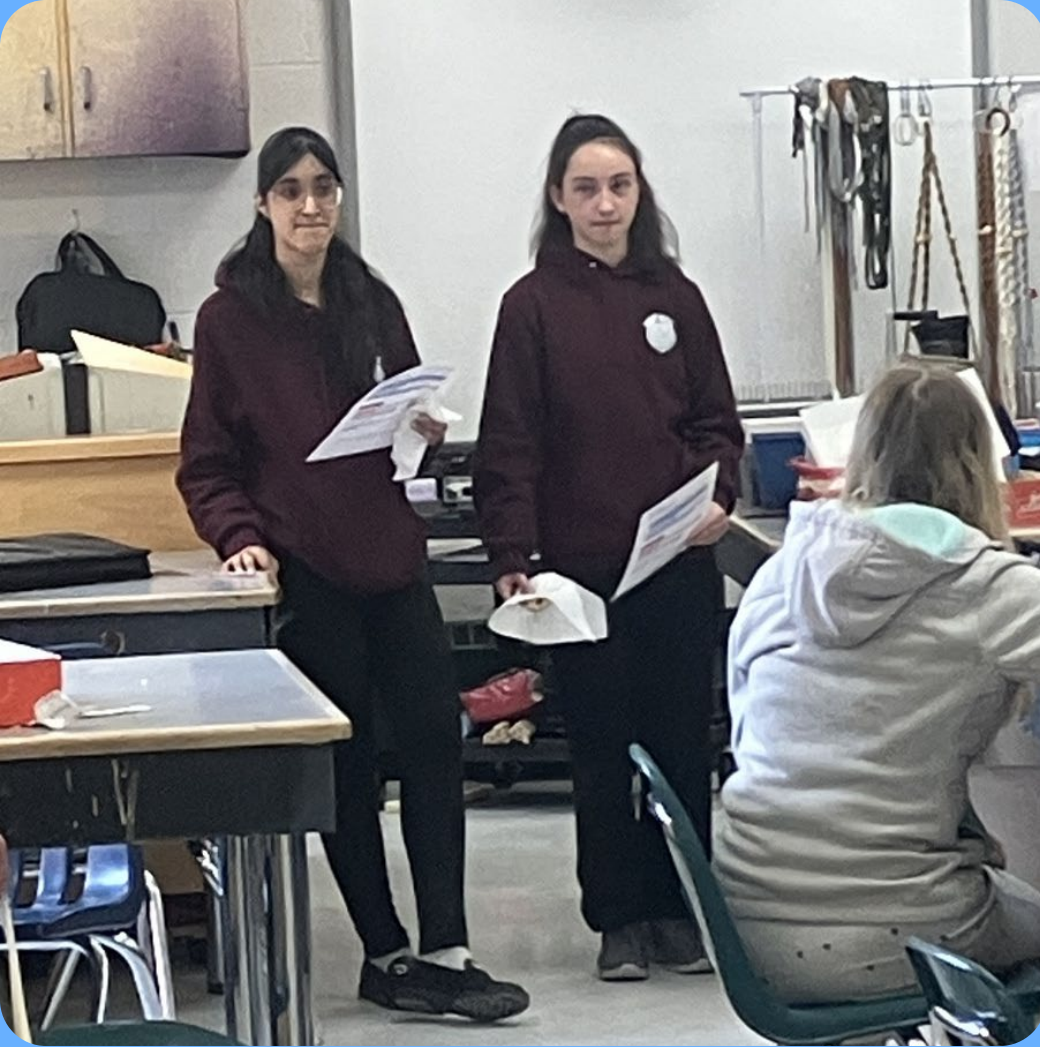
This term, our outreach efforts focused on promoting mental health awareness and wellness at the local highschools

At Gerard Redmond:

- Hosted a mental health information booth during lunchtime
- Engaged students in conversations about mental wellness and available supports

At Harry Collinge:

- Visited classrooms to deliver a brief presentation on anxiety and healthy coping strategies
- Distributed fidgets and promoted stress-management tools
- Engouraged open discussion about mental health and selfcare



# PRESENTING TO HARRY COLLINGE CLASSES



# BOOTH SETUP DURING LUNCH AT GERARD REDMOND

# DEBATES AND MEETING PROCEDURES

## Debates:

- SWAG Debate
- Athacat Debate
- Are dogs or cats more superior?
- Should group projects count towards grades?
- Is TikTok more helpful than harmful?
- Should schools ban cell phones entirely during the school day?
- Does Hinton need more murals?
- Should school be only 4 days a week?
- Is AI (like ChatGPT) helping students learn or making them lazy?

## Procedures:

- Follow Roberts Rules
- Alternating chair and minute taker

# **HYAC Administration:**

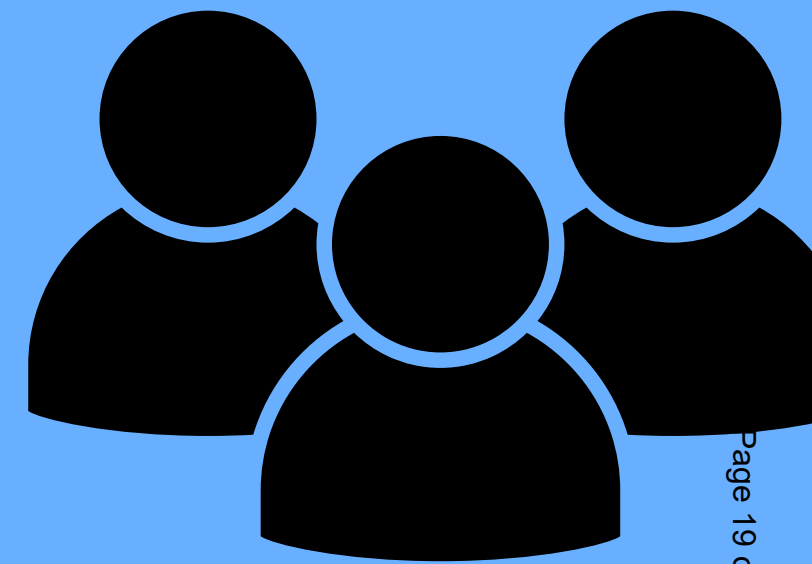
**Coun. Gail Dunn (Council Rep)**

**Coun. Bill McDonald (Council Rep)**

**James Everitt (Youth Centre)**

**Emny Moghrabi (Library)**

**Carolyn Smith (FCSS)**




# Questions?



# ONLINE CHANNELS

 **FACEBOOK @HINTONYOUTHADVISORYCOUNCIL**

 **INSTAGRAM @HINTONYOUTHOUNCIL**

 **WEB: HINTON.CA/1138/HINTON -YOUTH-  
ADVISORY-COUNCIL-HYAC**



# Circular Materials: Town of Hinton

June 19, 2026

Blaire Gaalaas, Managing Director for AB & YT

# Circular Materials' Role as a PRO



## Advancing the Circular Economy

- Circular Materials is a producer responsibility organization (PRO) supporting producers in meeting their extended producer responsibility (EPR) compliance obligations for products, packaging, and paper (PPP) across Canada.
- A not-for-profit organization focused on building enhanced recycling systems and improving recycling rates.
- Circular Materials cannot be vertically integrated.



## Community Partnerships

- Circular Materials is collaborating with communities to transition their PPP collection services to EPR and to ensure a seamless transition for residents.
- We engage with provincial service providers.
- We are committed to designing recycling systems that advance innovation, deliver improved environmental outcomes and harness competitive procurement.



## Reporting Structure

- As the PRO, we are regulated by Alberta Recycling Management Authority (ARMA) for EPR.
  - Community councils choose to register for the EPR program through ARMA.

# Our Founders

Circular Materials was founded by 17 of Canada's leading food, beverage and consumer products manufacturers, restaurants, and retailers.



# What is EPR?

- Extended producer responsibility (EPR) is a policy approach in which producers (the businesses that supply packaging and paper to residents) are responsible for the end-of-life management of the materials they supply to consumers.
- Under the EPR regulation, producers are 100% responsible for operating and funding the program.
- Circular Materials is designing recycling supply chains where materials are collected, recycled, and returned to producers for use as recycled content in new products and packaging.
- Covers single-use products, packaging, and paper products (PPP).
  - As a reminder, beverage containers are regulated under BCRR.



# Benefits of EPR

## Collection Systems

- Circular Materials establishes and maintains collection systems (curbside and depot) to collect PPP.
- Not be restricted by municipal boundaries
- Provide consistency in promotion and education.

## Material Collection

- Materials collected single stream.
- No sorting.
- More materials collected.
- Waste Reduction.
- Circular Materials ensures materials are sorted and recycled.

**How EPR Benefits Communities**  
**Oct 1, 2026**



**Promotion & Education**  
Circular Materials led P&E to educate and inform residents about PPP.

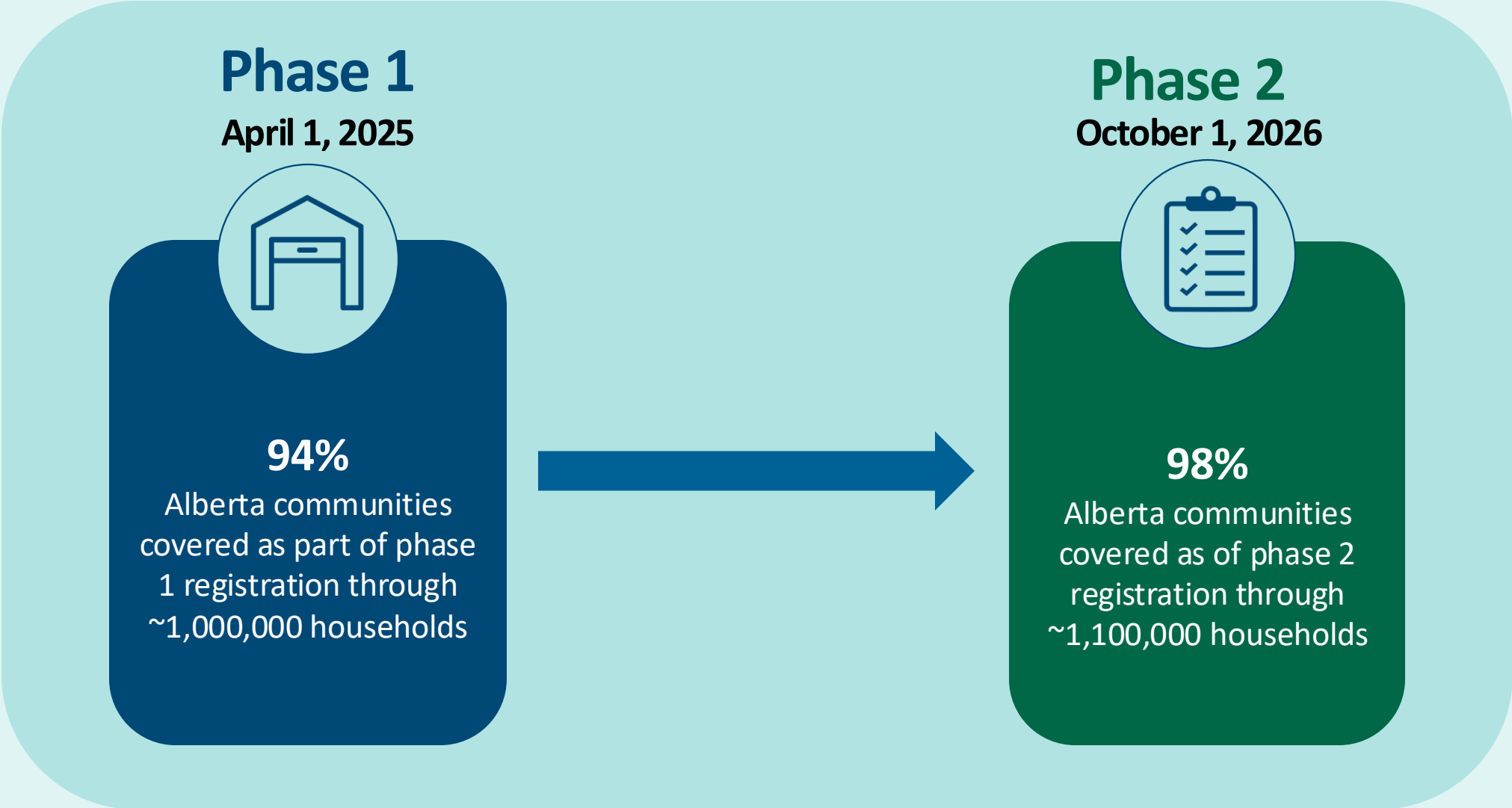
## Curbside

- Communities receive curbside recycling at no cost.
- Circular Materials establishes service providers.
- Bi-weekly curbside collection regulated standard.

## Depots

- Circular Materials funds PPP collection at depots.
- Circular Materials contracts or funds the transfer of materials to receiving facilities.




# Alberta's EPR Transition Overview



# Recyclable material list October 1, 2026

Paper/Fibre



Material & examples	What to know
	<p><b>Cardboard boxes</b> Pizza boxes, direct mail boxes, moving boxes, shoe boxes.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Flatten. No larger than 60 x 60 cm.</li> <li><input checked="" type="checkbox"/> Empty.</li> </ul>
	<p><b>Boxboard</b> Cereal boxes, tissue boxes, egg cartons, rolls from toilet paper and paper towel.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Flatten.</li> <li><input checked="" type="checkbox"/> Empty.</li> </ul>
	<p><b>Paper</b> Any colour, including flour bags, prescription bags, paper produce bags.</p> <p>Notebooks, white or coloured loose paper, file folders, other printed materials.</p> <p>Community newspapers, flyers, brochures and magazines.</p> <p>Greeting cards and envelopes, gift boxes.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Place shredded paper in a tied clear plastic bag.</li> <li><input checked="" type="checkbox"/> Separate from plastic bags used to cover items, remove elastic bands.</li> <li><input checked="" type="checkbox"/> Remove rope handle from bags.</li> <li><input checked="" type="checkbox"/> Do not include soft or hard covered books/novels.</li> </ul>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Recyclable material list October 1, 2026

Paper/fibre



Material & examples	What to know
	<p><b>Paper laminate packaging</b> Pet food bags, food service paper bags, and plates.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Empty.</li> </ul>
	<p><b>Paper laminate containers</b> Spiral cans, cookie dough containers, ice cream containers and hot and cold beverage cups.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Empty.</li> <li><input checked="" type="checkbox"/> Remove lids.</li> </ul>
	<p><b>Cartons</b> Molasses and sugar cartons, laundry and cleaning cartons, soup and sauce cartons.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Empty.</li> <li><input checked="" type="checkbox"/> Lids and caps on.</li> </ul>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Recyclable material list October 1, 2026

Plastic packaging and containers



Material & examples	What to know
	<p><b>Plastic containers</b> Laundry detergent and household cleaner jugs, shampoo, body wash, salad dressing, condiment, dish soap, mouth wash bottles.</p>
	<p>Food trays, salad, yogurt, peanut butter, bakery and egg containers, plastic cups, plastic tubs and lids.</p>
	<p>Toothpaste tubes, deodorant, hand cream tubes.</p>
	<p>Small item packaging, hand sanitizer bottles, plant pots.</p>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Recyclable material list October 1, 2026

Plastic and foam packaging



Material & examples	What to know
	<p><b>Flexible plastic packaging</b> Bags used for dry cleaning, bread, newspapers and flyers. Overwrap (paper towel &amp; toilet paper, beverage containers). Coffee bags or deli pouches, chip bags, bubble wrap, snack wrappers, cereal liner bags, plastic gift bags.</p>
	<p><b>Foam packaging</b> Meat trays, takeout containers, cups, plates, bowls, foam packaging.</p>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Recyclable material list October 1, 2026



## Metal containers

Material & examples	What to know
	<p><b>Metal</b> Food cans, metal lids, candle, cookie, coffee and tea tins.</p> <p><input checked="" type="checkbox"/> Rinse and dry.</p>
	<p><b>Aluminum (foils and trays)</b> Aluminum foil, pie plates, frozen food trays.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Ball up aluminum foil.</p>
	<p><b>Aerosol containers</b> Food spray, hairspray, air fresheners, shaving cream, deodorant.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Lids and caps on.</p>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Recyclable material list October 1, 2026



## Glass

Material & examples	What to know
	<p><b>Glass containers</b> Clear and coloured glass. Food containers, jars and bottles. Cosmetic containers, spice bottles, oil and vinegar bottles.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Lids and caps off.</p>

For details on what goes where, visit [circularmaterials.ca/AB](https://circularmaterials.ca/AB).

# Town of Hinton

## Current Status

Population: ~10,124  
Single Family Dwellings: ~2692  
Multi-Family Units: ~383



### Registration

Registered with ARMA  
November 15, 2024



### Curbside

Town of Hinton receives curbside garbage collection:

- 360L & 240L carts
- Frontload bins at multi-family



### Depot

Receives service through Rowan Street Recycling Depot through Edson & District Recycling Society.

Edson & District Recycling Society has a contract with Circular Materials since April 1, 2025.

# EPR Program Start

October 1, 2026



## Curbside

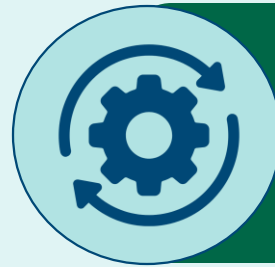
Curbside collection begins:

- 360L carts,
- Biweekly collection on Wednesday
  - alternating schedule
- Missed collection and cart replacement is the responsibility of the service provider.



## Depot

All designated PPP materials will be collected in single stream at Rowan Street Recycling Depot (Contracted through Edson & District Society)



## P&E

Circular Materials will manage PPP promotion and education (P&E – as of Oct 1).

- Town of Hinton included in Curbside Collection RFP:
  - Closed January 5, 2026
  - Will be notified late Q2 of RFP outcomes
- Circular Materials marketing of all collected materials.
- PPP material shipped to Circular Materials established receiving facilities and preconditioning facilities.
- Town of Hinton's material will be shipped to GFL Winterburn until April 1, 2027, where it will change to WM WELF.

# Next Steps – Resident Facing

October 1, 2026

Action	Description	Completion Date
Confirmation of service and changes	Communities should have received a letter on the specifics of your curbside program including your service provider and any schedule changes.	Week of June 8th
Residential post card	Post cards will be printed and mailed to residents with high-level transition information including contractor contact information.	Beginning of July
Customer service starts	Contractors will be responsible for customer service.	July 1, 2026
Introduction meetings	Circular Materials will facilitate introduction meetings between communities and service providers.	July and August
Cart delivery	Cart delivery to residents.	September
Service start date	Start date of curbside services.	October 1, 2026

# P&E Initiatives: Overview



**Community toolkits to support communication to residents.**



**Province-wide and locally tailored advertising: system changes, community changes, resident education.**



**Website education: locally tailored content + resident education.**



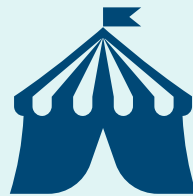
**Recycling guides and calendars.**



**Recycling app for schedules, materials, etc.**



**Social media education.**



**Local event activations.**



**School education and programs.**



**Depot and multi-family signage, decals, education.**



**Oops stickers.**

# Transition Toolkit

A toolkit with materials and resources outlining Alberta's transition **and upcoming changes** has been sent and include:

- Login for the P&E resource portal to access education and creative assets.
- Two-page overview of the transition and P&E outline.
- Transition key messages & FAQs.
- Pre-written social media posts, website copy and newsletter copy.
- Creative assets for use on your channels.
- Customer service process flow.

This is an opportunity to share information to your residents about upcoming changes through guides/calendars, apps, website, tax bills, and newsletters.



## New curbside recycling pick-up coming soon!

Starting October 1, 2026, residents will have access to new curbside recycling collection services!

This new service will be managed by Circular Materials, a national not-for-profit, responsible for Alberta's transition to Extended Producer Responsibility (EPR) for packaging and paper products.

Soon, you'll be able to recycle materials like glass, foam packaging, flexible and rigid plastic packaging, cardboard, paper and metal containers and packaging in your curbside recycling program and at your local depot.

Stay tuned for details and updates!

Learn more: [circularmaterials.ca/AB](https://circularmaterials.ca/AB)

## Curbside recycling pick-up is coming to your community!

Starting on October 1, 2026, residents will move to an enhanced recycling program that includes:

- ✓ New curbside recycling pick-up
- ✓ More materials will be collected in the recycling program at the depot and curbside
- ✓ The community's recycling program will be managed by Circular Materials, a national non-profit organization.

If you received this postcard by mail and are not a resident of [community], please disregard.

Learn more:  
[circularmaterials.ca/AB](https://circularmaterials.ca/AB)

# Next Steps – Public Campaign

Timing	Community Action
<p><b>July</b></p>	<ul style="list-style-type: none"> <li>✓ Circular Materials will launch a teaser change management campaign through available advertising channels including digital, out of home, social media, digital advertising, radio, newspaper and direct mail.</li> <li>✓ Communities update their recycling webpage to redirect to Circular Materials’ community-specific webpage.</li> </ul>
<p><b>August</b></p>	<ul style="list-style-type: none"> <li>✓ Circular Materials will launch a rollout campaign to residents that include messaging about new materials, curbside service rollout, what goes where and how to guides.</li> </ul>
<p><b>September</b></p>	<ul style="list-style-type: none"> <li>✓ Circular Materials will begin the rollout of new depot signage, recycling guides and cart delivery.</li> </ul>

# Your Circular Materials Contacts



**Michelle Giesbrecht – Contract Manager**  
Manager, Common Collection System  
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**Janet Tecklenborg - Northern Alberta Senior Manager**  
Senior Manager, Common Collection System  
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(587) 888-4689





**Thank You!**

**For your active commitment and collaboration in  
the transition to provincial EPR**



**[circularmaterials.ca](https://circularmaterials.ca)**

**[info@circularmaterials.ca](mailto:info@circularmaterials.ca)**



# Community Grant Program

2026 Intake Funding Recommendations

**Date:** June 16, 2026

**Presenter:** Heeral Tangri, Chairperson of Hinton Grant Funding Advisory Committee



# Hinton Grant Funding Advisory Committee (HGFACT)

Get to know the members who reviewed the 2026 Applications:

01

Susan Armstrong  
(ISDAB)

02

Heeral Tangri  
(HYAC)

03

Mike Storey  
(HMLB)

04

Lyla Mozel  
(ARB)

05

Trevor Boutillier  
(BBOC)



# What is the Community Grant Program (CGP)?

The CGP funds one-time projects and initiatives, operating expenses during developmental stages (once per fiscal year for up to three years; within the first five years) and events that are primarily designated for the general public that attracts visitors, contributes to the local economy and promotes volunteerism.

One-time projects  
Operating expenses  
Events



# HGFAC Responsibilities:

- ▶ Review, rank, and provide recommendations to Council on eligible applications under the CGP using council-approved eligibility requirements, ranking criteria, and weighting measures;
- ▶ Make recommendations that reflect the best interests of the community and align with Town Council's priorities and vision.



# Evaluation Criteria

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes	20 PTS
Cost-benefit Value	20 PTS
Degree of financial need of applicant/how much self-help	20 PTS
Number of people impacted and how (includes special considerations)	10 PTS
Demonstration of thorough project plan	15 PTS
Financial stability and ability to raise matching funds/resources/revenue	10 PTS
Credible previous management of project/activity/organization	5 PTS
<b>TOTAL</b>	<b>100 PTS</b>

# Recommendations

The Committee considered overall community benefit, alignment with program objectives, and the broader impact of applicant organizations. In some cases, funding amounts were adjusted to:

- Better reflect project costs, including aligning contributions with up to 50% of total project expenses
- Round to practical funding amounts
- Not recommend funding where alignment with program objectives or demonstrated need was less evident



## Hinton Historical Society

Self-Guided Tour Kits

Requested: \$1,500

Recommended: \$1,700

## Athabasca River Potters' Guild

Pottery Wheel Replacement

Requested: \$8,914.50

Recommended: \$9,000

## Run in the Rockies

2026 Hinton's Run in the Rockies Event

Requested: \$2,000

Recommended: \$2,000

## Hinton and District Chamber of Commerce

Pizza in the Rockies Passport Program

Requested: \$7,500

Recommended: \$7,500

## Prostate Cancer Centre

Operational Funding for MAN VAN Outreach Activities

Requested: \$4,000

Recommended: \$0

## Hinton Figure Skating Club

Hinton Figure Skating Club 2026/2027 Events

Requested: \$3,500

Recommended: \$3,500

Questions?





## TOWN OF HINTON Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting, June 16, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Brian LaBerge, Mayor  
**RE:** **NON-STATUTORY PUBLIC HEARING FOR SHORT-TERM RENTALS BYLAW NO. 1162-3**

### Recommended Action

*That Council accepts the Non-Statutory Public Hearing for Short-Term Rentals Bylaw No.1162-3 for information.*

### Background

#### Chairman:

The following rules of conduct will be followed during this Public Hearing.

- Presentation should be brief and to the point.
- The order of presentation shall be:
  - entry of written submissions;
  - those supporting the Bylaw;
  - those opposing the Bylaw; and
  - any other person deemed to be affected by the Bylaw.

Council may ask questions after each presentation for clarification.

There will be no debating the Bylaw; however, questions to the Councillors or other parties will be accepted through the Chair.

#### Secretary:

The purpose of the proposed Bylaw No.1162-3 is to amend the Short-Term Rentals Bylaw to include regulations around Non-Principal Residence Short-Term Rentals as shown on ATTACHMENT 1 - Edits Overview; and ATTACHMENT 2 - Proposed Bylaw Amendment No. 1162-3 Red Lined.

First reading was given to Bylaw No. 1162-3 on June 2, 2026.

Notice of this Public Hearing was advertised on the Town of Hinton website, the Town of Hinton Facebook page, and emailed or texted in the Hinton Highlights weekly e-newsletter to those who have signed up to be notified.

## Analysis

### Chairman:

Is there anyone present who wishes to speak in favour of Bylaw No. 1162-3?

Is there anyone present who wishes to speak in opposition to Bylaw No. 1162-3?

Is there anyone present who is deemed to be affected by Bylaw No. 1162-3 and wishes to speak?

Do the Councillors have any further questions?

Do the Councillors require further information?

## Implications of Decision

### Financial Implications

Items	Comments
Operating Cost/Implications	N/A
Capital Cost	N/A
Budget Available	N/A
Source of Funds	N/A
Unbudgeted Costs	N/A

### Legislative Implications

Conforms with:	Yes/No/ Partial/N/A:	Comments:
Council's Strategic Plan	Partial	Housing – Promote private sector development to address housing diversity and availability.
Municipal Policies or Bylaws	Yes	Land Use Bylaw No. 1088, Business License Bylaw No. 1126 and Fees, Rates & Charges Bylaw No. 2001 align with the Short-Term Rentals Bylaw No. 1162.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

### Level of Service Implications

None.

### Communications/Public Engagement Implications

Notice of the June 16, 2026 Non-Statutory Public Hearing was posted on the Town of Hinton website, Town of Hinton Facebook page, and included in the weekly Hinton Highlights e-newsletter which is emailed and texted to those who have signed up to receive notifications.

### Risk / Liability

None.

### **Options / Alternatives**

Council accepts the Non-Statutory Public Hearing for Short-Term Rentals Bylaw No.1162-3 for information.

### **Attachments / Links**

[ATTACHMENT 1 - Short-Term Rentals Bylaw Amendment No. 1162-3 Edits Overview](#)

[ATTACHMENT 2 - Short-term rentals bylaw Amendment No. 1162-3 Red Lined Version Letter - Ferenc Scobie](#)

[Shazma Charania Video and letter Submission](#)

[Suranga Darmakeerthi](#)

## ATTACHMENT 1

## EDITS OVERVIEW – AMENDMENT TO SHORT-TERM RENTALS BYLAW No. 1162

## Bylaw 1162-3 Edit Changes Summary – June 4, 2026

Short-Term Rentals Terminology Definitions & Descriptions	Rational
<p>Amend Section 3.0 – LICENSE REQUIRED</p> <p>Update Section 3.2 as follows:</p> <p>3.2 Compliant short-term rental operators may continue operating under existing conditions, subject to the annual renewal of their Business License, due January 1 of each year. Any license not renewed by February 28 shall be deemed cancelled. The operator of a non-principal residence short-term rental must then reapply and be placed on the waitlist, contingent upon submission of a complete application and compliance with the conditions established in Section 6.</p> <p>Add a new subsection after 3.3:</p> <p>3.3.1 Licenses for non-principal residence short-term rentals shall be issued through a random draw process administered by the Town. All applications deemed complete shall be eligible for inclusion in the draw. An application shall not be considered complete until all required information, documentation, inspections, and fees have been provided to the satisfaction of the Town.</p>	<p>This strengthens the bylaw by removing ambiguity and clearly setting out priority, deadlines, and consequences.</p> <p>This clarifies “complete application” and avoids disputes over partial submissions.</p>
<p>Update as follows:</p> <p>4.0 A cap of seventy (70) licensed non-principal residence short-term rentals shall be permitted. Once the cap has been reached, no additional licenses shall be issued except in accordance with subsection 4.4.</p> <p>4.1 The Town shall maintain a waiting list for non-principal residence short-term rental licenses once the cap established in subsection 4.0 has been reached.</p> <p>4.2 When a license becomes available due to cancellation, non-renewal, or enforcement action, the license shall be offered to an eligible applicant on the waitlist through a random draw process conducted by the Town from among all complete applications received.</p> <p>4.3 An applicant selected through the random draw process must ensure that both their application and proposed dwelling unit comply with the most recent version of Bylaw No. 1162. The applicant shall have sixty (60) days to complete all remaining requirements, failing which the offer will lapse and be</p>	<p>This defines the process clearly and removes ambiguity.</p>

<p>extended to the next eligible applicant in the order established by the random draw.</p> <p>4.4 An applicant may only have one property on the waiting list at any time.</p> <p>4.5 To be eligible for placement on the waitlist, applicants must submit a deposit equal to 33.33% of the Business License Application Fee. Upon issuance of a Business License, the deposit will be applied toward the first-year Business License Application Fee. Refunds may be requested and will be issued in accordance with Town procedures.</p>	
<p>Add a new section under 6.0 – CONDITIONS OF LICENSE</p> <p>Insert new subsection 6.2:</p> <p>6.2 A non-principal residence short-term rental license is non-transferable and shall not be assigned, transferred or conveyed to another person, operator, or property owner.</p> <p>6.3 A license issued under this bylaw is specific to the licensed operator and the licensed premises and shall automatically expire upon:</p> <ul style="list-style-type: none"> <li>a) a change in property ownership; or</li> <li>b) a change in the licensed operator.</li> </ul>	<p>This prevents license “banking” or sale through property transactions.</p>



**TOWN OF HINTON**  
**BYLAW No. 1162-2**  
 BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA  
 TO PROVIDE REGULATION FOR SHORT-TERM RENTALS

**WHEREAS** pursuant to Part 2 of the Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to the "Act") as amended from time to time, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; and

**WHEREAS** pursuant to section 7(a) of the Act, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

**WHEREAS** pursuant to section 7(e) of the Act, a council may pass bylaws for municipal purposes respecting Businesses, Business activities and Persons engaged in Business;

**WHEREAS** pursuant to section 7(i) (i-viii) of the Act, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Act or any other enactment.

**AND WHEREAS** pursuant to section 8 of the Municipal Government Act, a council may, through bylaw:

- a) Regulate or prohibit;
- b) Deal with any development, activity, industry, Business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- c) Provide for a system of licenses, permits or approvals.

**NOW THEREFORE** the Council of the Town of Hinton, duly assembled, hereby enacts, as follows:

**1.0 TITLE**

- 1.1 This Bylaw may be cited as the "Short-Term Rentals Bylaw."

**2.0 DEFINITIONS**

- 2.1 **Apartment Building** – a residential building with a shared outside entrance(s) consisting of at least three dwelling units where none of the dwelling units are rented or are available for rent or occupation for periods of less than 30 days.
- 2.2 **Guest** – means consumers of short-term rental services. Guests use platforms to search, reserve and manage their bookings of short-term rental accommodation. Guests pay the operator of the short-term rental a platform service fee.
- 2.3 **Host** – means a person, also referred to as operator that rents out, or offers for rent any premises for short-term rental accommodation to guests, may list their short-term rentals on online platforms, sets the price, availability and house rules (i.e. guest limits, guest hours) and approves rentals; they charge guests a nightly fee, optional additional fees (i.e. cleaning or accommodating extra people).
- 2.4 **Property Manager** – means a person designated by the host/operator as the primary contact for the short term rental accommodation and have decision powers and authority to make decisions in relation to the premises and the rental agreement, at all times that the short-term rental accommodation is operated.

- 2.5 **Secondary Suite (External)** – means an additional Dwelling Unit detached and subordinate from the Principal Building integrated as part of, or entirely as an Accessory Building.
- 2.6 **Short-Term Rental – Non-Principal Residence** - means a short-term rental unit that is a dwelling unit but not someone's principal residence providing temporary accommodation primarily utilized by visitors/tourists for periods of up to thirty (30) consecutive days and may be facilitated by online platforms (i.e. Airbnb)
- 2.7 **Short-Term Rental – Principal Residence** – means the business of providing temporary accommodation primarily utilized by visitors/tourists, in a principal dwelling unit, portion of a principal dwelling unit or an approved external secondary suite, excluding apartment buildings, for periods of up to thirty (30) consecutive days and may be facilitated by online platforms (i.e. Airbnb).
- 2.8 **Platform** – means an online matching and/or payment processing platform for transactions between short-term rental hosts/operators and guests.

### 3.0 LICENSE REQUIRED

- 3.1 A person must not carry-on business as a short-term rental host/operator unless the person holds a valid license issued under the provisions of the Business License Bylaw No. 1126.
- 3.2 ~~Compliant short-term rental operators may continue operating under existing conditions, subject to the annual renewal of their Business License, due January 1 of each year. Any license not renewed by February 28 shall be deemed cancelled. The operator of a non-principal residence short-term rental must then reapply and be placed on the waitlist, contingent upon submission of a complete application and compliance with the conditions established in Section 6.3 will continue to have first priority subject to the yearly renewal of the business license and compliance with conditions established in Section 6. If by May 15<sup>th</sup> a business license for the current year is not received, the short-term rental unit(s) will be removed as an eligible short-term rental.~~
- 3.2.1 If the cap established in Section 4 has not been reached, the short-term rental unit(s) may be reinstated upon payment of all fines and business license fees.
- 3.2.2 If the cap established in Section 4 has been reached, the short-term rental unit(s) may be placed on the waiting list upon payment of the outstanding fines.
- 3.3 A person applying for the issuance or renewal of a license to operate a short-term rental must, in addition to meeting the requirements of the Business License Bylaw No. 1126:
- a. Make an application to the Town on for the form provided for that purpose;
  - b. Pay to the Town the applicable license fee prescribed under subsection 3.5;
  - c. Provide to the satisfaction to the Town, evidence that:
    - i. The person owns the premises where the short-term rental will be offered; or
    - ii. The owner of the premises where the short-term rental will be offered has consented to their use as a short-term rental.

3.3.1 Licenses for non-principal residence short-term rentals shall be issued through a random draw process administered by the Town. All applications deemed complete shall be eligible for inclusion in the draw. An application shall not be considered complete until all required information, documentation, inspections, and fees have been provided to the satisfaction of the

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Town.

- 3.4 When the short-term rental accommodation is a non-principal residence, provide the name and contact information for the local property manager.
- 3.5 The license fee for purpose of subsection 3.3 b is:
  - a. as per the Fees, Rates and Charges Bylaw No. 2001 Schedule A.

~~4.0 A cap of one hundred and thirty (130) licensed non-principal short-term rentals will be permitted and will be advertised on the Town of Hinton website accordingly. Once the cap has been reached, a waiting list will be managed by Administration.~~  
A cap of seventy (70) licensed non-principal residence short-term rentals shall be permitted. Once the cap has been reached, no additional licenses shall be issued except in accordance with subsection 4.4.

~~4.1 The waiting list priority will be determined on a first come first served basis.~~  
The Town shall maintain a waiting list for non-principal residence short-term rental licenses once the cap established in subsection 4.0 has been reached.

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~~4.2 When a license becomes available due to cancellation, non-renewal, or enforcement action, the license shall be offered to an eligible applicant on the waitlist through a random draw process conducted by the Town from among all complete applications received.~~

~~4.3 An applicant selected through the random draw process must ensure that both their application and proposed dwelling unit comply with the most recent version of Bylaw No. 1162. The applicant shall have sixty (60) days to complete all remaining requirements, failing which the offer will lapse and be extended to the next eligible applicant in the order established by the random draw.~~

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~~4.4 An applicant may only have one property on the waiting list at any time.~~

~~4.5 To be eligible for placement on the waitlist, applicants must submit a deposit equal to 33.33% of the Business License Application Fee. Upon issuance of a Business License, the deposit will be applied toward the first-year Business License Application Fee. Refunds may be requested and will be issued in accordance with Town procedures.~~

**5.0 PROPERTY MANAGER**

- 5.1 A host/operator who operates a short-term rental accommodation in their principal residence is the property manager for that short-term rental accommodation.
- 5.2 A host/operator who operates a short-term rental accommodation in a non-principal residence must designate a property manager who is local to Hinton as part of their license application and must ensure the property manager has access to the licensed premises and authority to make decisions in relation to the premises and the rental agreement, at all times that the short-term rental accommodation is operated.
- 5.3 The host/operator must ensure that the name and contact information of the property manager is prominently displayed in the short-term rental property at all times while the short-term rental accommodation is operated.

## 6.0 CONDITIONS OF LICENSE

### 6.1 A host/operator of a short-term rental accommodation must:

- a. Provide guests with a copy of the Short-Term Residential Rental Accommodation: Information for Guests guide;
- b. Not allow your property to be used by guests to operate a business, unless the guest has a valid business license authorizing the business activity;
- c. Only rent up to four (4) guest rooms when living in the same residence while guests are present each of which can be occupied by a maximum of two persons, not including minors;
- d. Display the business license inside the entry way to the short-term rental property;
- e. Review your homeowners or renters' policy with your insurance agent or carrier to make sure your listing has appropriate insurance product for short term rentals;
- f. Display the designated local property manager's contact information inside the entry way of the short-term rental property;
- g. Post emergency contact information with local emergency numbers, number for the nearest hospital, host/operator contact number and a backup contact number;
- h. Keep a written registry of all guests that are staying or have stayed on the premises;
- i. Ensure no more than one booking is permitted within the short-term rental accommodation at one time;
- j. Must not allow more than two guests, not including minors per room;
- k. Must include a valid Business License number in any advertising, listing or promotion material that is intended to communicate availability of the premises for short-term rentals;
- l. Ensure the short-term rental property is safe and compliant with National Building Code "Openings in Exterior Walls of Exits" and Alberta Fire Code and Alberta Health Services regulations;
- m. Ensure interconnected (either by Bluetooth adapter or wireless) smoke detectors are installed and carbon monoxide detectors are installed as per the Alberta Building Code and a clearly marked fire extinguisher is readily available;
- n. Post a clearly marked fire evacuation plan and a map so it's easy for guests to see;
- o. Shall not offer temporary accommodation or permit a guest to sleep in a room where the suite, does not have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge to provide an exit in the event of an emergency, except where the suite has a sprinkler system;
- p. Ensure all safety and accommodation inspections be completed for the short-term

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rental. No approvals will be issued by the Town until this has been completed;

- q. Provide clear instructions and information up front so your guests know what to expect when they arrive;
- r. Establish "house rules" and be sure that your guests know to follow them. Rules that reduce noise and disruptions at night;
- s. Not allow cooking facilities within guest bedrooms;
- t. Provision of one (1) off-street parking space per two (2) guest rooms is required whether for Principal Residence or Non-Principal Residence and is not limited by the Land Use Bylaw No. 1088.
- u. Obtain a home-based business development permit to operate the short-term rental from the principal residence as per Land Use Bylaw No. 1088 and Development Services Fees Bylaw No. 1104.

6.2 A non-principal residence short-term rental license is non-transferable and shall not be assigned, transferred, or conveyed to another person, operator, or property owner.

6.3 A license issued under this bylaw is specific to the licensed operator and the licensed premises and shall automatically expire upon:

- a) a change in property ownership; or
- b) a change in the licensed operator.

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**7.0 ENFORCEMENT**

Refer to Business License Bylaw No. 1126, Fees Rates and Charges Bylaw No. 2001, and Land Use Bylaw No. 1088.

**8.0 INSPECTIONS**

- 8.1 The host/operator of a short-term rental must obtain a fire prevention inspection before the Town will grant any approvals.
- 8.2 The fire inspection fee for the purpose of section 8.1 is:
  - a. as per Fees, Rates & Charges Bylaw No. 2001 Schedule A.

**9.0 REPEALS AND COMING INTO FORCE**

- 9.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed. All former versions of this bylaw are hereby rescinded.

READ a first time this 28<sup>th</sup> day of October 2025.

READ a second time this 28<sup>th</sup> day of October 2025.

READ a third time this 28<sup>th</sup> day of November 2025.

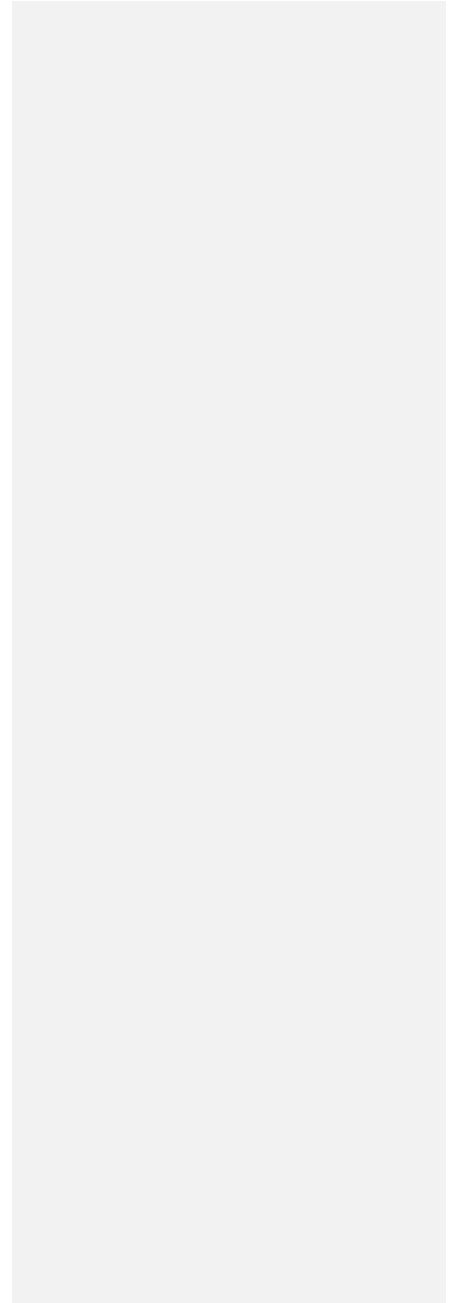
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Mayor



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Chief Administration Officer



**Letter for the Non-Statutory Public Hearing for Short-Term Rentals Bylaw No. 1162-3 held on June 16, 2026.**

While I am not a lawyer, I do have a lot of experience working on provincial legislation, particularly in land-use and wildfire. The following are my comments:

3.3.1 - This section talks about all required inspections, documentation and fees being required before the application is considered complete. 4.3 says you have 60 days to be compliant. The way I read this is that everything needs to be compliant as per 3.3.1 and if the bylaw changes, a second inspection is required? Who pays for the second inspection? Since there is no grandfathering in of existing STR's, 4.3 seems necessary. Upon the bylaw changing all STR's must be compliant so why do we only care about the new applicants?

3.2.2. Uses the term waiting list while elsewhere, the term waitlist is used. (Minor consistency point).

3.3.1. There is a likelihood that once the cap is reached, applications may sit for years until a licence becomes available. Relating to my earlier point, the Town may want to consider a 2-phase approach. An application that considers a self-assessment and payment of a fee, and a second phase once the permit is conditionally assigned, that includes a compliance inspection. This would reduce burden on both the owner and the inspectors.

4.2. I would remove the conditions "due to cancellation, non-renewal or enforcement action". This imposes unnecessary limits on the Town. As an example, if the town decided to up the cap to 75 later on, this section would not apply to issuing new licenses to the waitlist. I'm sure there will be other circumstances where licenses become available that are beyond those three criteria. This change allows the Town flexibility to consider those currently unknown circumstances. Or simply add something to the effect of "other license availability beyond these criteria may be issued to the waitlist at the sole discretion of the Town".

Also with 4.2 what kind of transparency will be there. Will random draws be public? When does the public find out a license is now back in the pool?

5.3 - Requirement to post the property manager info. This is repeated in 6.1h but it isn't the same. To keep the bylaw clean and consistent, you may want to list it in one place.

6.1 - "Keep a written registry of all guests that are staying or have stayed on the premises". This is very onerous and provides little value. I would suggest changing the word "guests" to "parties" or "parties with contact information". My best guess is that 100% of STR's are non-compliant right now. We typically get the name and contact info of the booker, sometimes the names of additional guests/spouses and never the name of the 1-year old infant they have with them. If council does see value in all guests, I would suggest that it also be applied to all hotels unless there is some compelling factor that makes STR guests different.

To be compliant in this, I would need to send a second registration to all my guests and the result would be a less favourable impression of Hinton. Keep it consistent with what hotels are required to do.

Also in 6.1, from experience, I found it very frustrating as 6.1 is only a partial list. The checklist that the fire department supplies is also a partial list or at least is not clear enough to be easily followed. As an example, the checklist lists “window to the outside for every sleeping area”. It does not indicate there is a size requirement. That would be nice to know. The fire evacuation plan listed in 6.1 is not on the fire department checklist. Some of the FD requirements are duplicated here and some not. It would be really nice if there was one complete list that is consistent.

6.1m - talking about interconnected smoke detectors, I believe having hard wired connections would also be allowed. Also, as per the FD the fire extinguisher needs to be in the kitchen.

6.1r - The way this is worded looks like something is missing after “Rules that reduce noise and disruptions at night”.

6.2 and 6.3. I get the intent but I want to share the workaround. If I form a corporation which, in Alberta is a legal person, and I have that corporation be owner and host, I effectively can transfer my shares to a new owner without any change in the host or property owner.

6.3 also may create undue hardship on people going through a death or divorce. If I have joint ownership of a property and my spouse dies, ownership will change. Now at a really low point in my life, the Town's bylaw will automatically expire my license. Even if I was the host all along and wished to continue.

Also the wording in 6.3 talks about expiry, not cancellation. The bylaw does not contain provisions for what happens with an expired license. Is an expired license cancelled? If it is, just use the word cancelled.

- Ferenc Scobie

**Shazma Charania Video and Letter Submission**

Video submission from Shazma Charania for the Non-Statutory Public Hearing held on June 16, 2026 for Short-Term Rentals Bylaw No. 1162-3.

<https://youtu.be/jdj9SxDpPoc>

June 15, 2026

Mayor and Council  
Town of Hinton

Dear Mayor and Council,

My name is Shazma Charania, and I own and operate both IHG hotels in Hinton, the Holiday Inn and the Holiday Inn Express. I care deeply about this community and the people who live and work here. I support the proposed cap of 70 non-principal residence short-term rentals. I am asking Council to reconsider the proposed exemption for newly built homes so the cap on non-principal residence STRs can do what it is meant to do.

It is already hard for residents and workers to find housing in Hinton. It is extremely difficult to find affordable housing solutions for our employees and it prevents us from recruiting strong candidates to Hinton to support our tourism economy.

I am concerned that exempting newly built homes from the cap will create an incentive for housing to be built or bought for non-principal residence short-term rentals instead of long-term housing. That will put even more pressure on our housing supply and affect neighborhoods by reducing the number of residents living in these homes full-time. In my view, exemptions create a way around Hinton's short-term rental rules and allow the market to keep growing even though Council is trying to bring it under control.

Non-principal residence short-term rentals already create a fairness issue for local hotels because they operate as ghost hotels with the luxury of being taxed at the residential rate and not following any rules. I pay a significant amount of commercial tax every year, create local jobs, and operate under strict health and safety and employment standards. Those tax dollars help support the local services and infrastructure the Town relies on. That is hard to justify for legitimate hotel operators, like me, who contribute more directly to the Town's tax base.

I respectfully ask Council not to exempt new builds from the cap on non-principal residence short-term rentals. New homes should add to Hinton's housing supply for people who live and work here, not create a new stream of ghost hotels.

Thank you for your time and for considering this request.

Sincerely,

Shazma Charania, B.Comm, MBA  
President ZS Holdings

Jun-16<sup>th</sup> -2026

Mayor and Council  
Town of Hinton

Dear Mayor and Council,

My name is Suranga Darmakeerthi (**Keerthi**), and I operate Holiday Inn in Hinton. I care deeply about this community and the people who live and work here. I support the proposed cap of 70 non-principal residence short-term rentals. I am asking Council to reconsider the proposed exemption for newly built homes so the cap on non-principal residence STRs can do what it is meant to do.

It is already hard for residents and workers to find housing in Hinton. This shortage makes it challenging for our business to recruit and retain staff, as many potential employees struggle to secure a place to live. It directly affects our ability to operate at full capacity. I am also in the process of relocating from Red Deer to Hinton to support our hotel operations, but I have been experiencing challenges finding suitable housing.

I am concerned that exempting newly built homes from the cap will create an incentive for housing to be built or bought for non-principal residence short-term rentals instead of long-term housing. That will put even more pressure on our housing supply and affect neighborhoods by reducing the number of residents living in these homes full-time. In my view, exemptions create a way around Hinton's short-term rental rules and allow the market to keep growing even though Council is trying to bring it under control.

Non-principal residence short-term rentals already create a fairness issue for local hotels because they operate as ghost hotels with the luxury of being taxed at the residential rate and not following any rules. I pay a significant amount of commercial tax every year, create local jobs, and operate under strict health and safety and employment standards. Those tax dollars help support the local services and infrastructure the Town relies on. That is hard to justify for legitimate hotel operators, like me, who contribute more directly to the Town's tax base.

I respectfully ask Council not to exempt new builds from the cap on non-principal residence short-term rentals. New homes should add to Hinton's housing supply for people who live and work here, not create a new stream of ghost hotels.

Thank you for your time and for considering this request.

Sincerely,

  
Suranga Darmakeerthi  
Holiday Inn Express & Suites



## TOWN OF HINTON Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting, June 16, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Alicia Bourbeau, Director of Corporate Services  
**RE:** **AWARD THE 2026 COMMUNITY GRANT APPLICANTS**

### Recommended Action

*That Council award \$23,700 for the 2026 Community Grant Program, as recommended by the Hinton Grant Funding Advisory Committee, as follows.*

1. *Hinton Historical Society - Self-Guided Tour Kits \$ 1,700*
2. *Athabasca River Potters' Guild - Pottery Wheel Replacement \$ 9,000*
3. *Hinton's Run in the Rockies Event 2026 \$ 2,000*
4. *Hinton Figure Skating Club 2026/2027 Events \$ 3,500*
5. *Hinton & District Chamber of Commerce - Pizza in the Rockies \$ 7,500*
6. *Prostate Cancer Society - Operational funding for MAN VAN's outreach activities \$ 0*

**TOTAL \$ 23,700**

AND

*That Council move the remaining budget amount of \$1,300 allocated to the Community Grant Program to the Council Contingency Fund.*

### Background

On March 17, 2026, Council appointed five members of existing committees to serve on the Hinton Grant Funding Advisory Committee (HGFAC), in accordance with the [Hinton Grant Funding Advisory Committee Bylaw](#).

Following the 2026 Spring Budget Adjustments presented by Administration at the April 21, 2026, Regular Council Meeting, Council approved \$25,000 for the 2026 Community Grant Program (CGP).

The 2026 CGP application period ran from April 27 to May 22, 2026, at 4 p.m., following initial public communication on April 24, 2026. Eight applications were received; and two were determined to be ineligible based on criteria outlined in the [Community Grant Program Applicant's Guide](#).

The HGFAC met on June 2, 2026, to finalize their assessment and funding recommendations for the submitted applicants. At that meeting, HGFAC also had an opportunity to review the applications which were determined to be ineligible.

## Analysis

This report is before Council to provide a written overview of the 2026 CGP intake and the funding recommendations made by the HGFAC. A full summary is provided in Attachment 1 for ease of reference.

In assessing the eligible applications, the HGFAC considered eligibility and priorities outlined in the CGP Applicant's Guide.

Committee members first evaluated each application independently, scoring them based on established criteria. These scores were then averaged to produce a numerical ranking of the six eligible applications, from highest to lowest. Based on that ranking, the HGFAC passed a resolution recommending a partial allocation of the 2026 CGP budget—\$23,700—to five of the six eligible applicants.

The Committee prioritized projects that delivered the greatest community value and groups that demonstrated an impact well beyond the scope of their specific funding requests. To maximize this impact, two applicants were recommended to receive funding *above* their initial requests—adjusted to cover 50% of their total project costs and rounded up to even numbers. The HGFAC's recommended awards align with the available budget and are outlined in Attachment 1.

## Implications of Decision

### Financial Implications

Items	Comments
Operating Cost/Implications	\$23,700 No additional financial impact, as the funds are allocated and reserved. \$1,300 remains after the HGFAC's recommendations.
Capital Cost	N/A
Budget Available	Yes
Source of Funds	\$6,454 - Automated Traffic Enforcement reserves \$18,546 - Spring Budget Adjustments
Unbudgeted Costs	N/A

### Legislative Implications

Conforms with:	Yes/No/ Partial/N/A:	Comments:
Council's Strategic Plan	Yes	Community Organizations: Encourage and support community organizations in delivering local programs and services.
Municipal Policies or Bylaws	Yes	Hinton Grant Funding Advisory

		Committee Bylaw 1085-3 Council Committees Bylaw 1070-4 Automated Traffic Enforcement Proceeds Policy 078 - rescinded
Provincial Laws or MGA	Yes	Municipal Government Act S.145
Other plans or policies	Yes	The CGP application, guidelines, and related Council-approved program documentation

### Level of Service Implications

The proposed funding does not change the Town's level of service.

### Communications/Public Engagement Implications

Applicants will be notified of Council's decision by email on June 17. Public announcements will follow. With recipient consent, photos with symbolic cheques will be taken at project locations and shared through Town communication channels to help promote the CGP, Town support, and funded initiatives.

### Risk / Liability

There are no significant risks associated with awarding the recommended funding.

### Options / Alternatives

1. That Council award \$23,700 for the 2026 Community Grant Program, as recommended by the Hinton Grant Funding Advisory Committee, as follows.
  - a. Hinton Historical Society - Self-Guided Tour Kits\$ 1,700
  - b. Athabasca River Potters' Guild - Pottery Wheel Replacement\$ 9,000
  - c. Hinton's Run in the Rockies Event 2026 \$ 2,000
  - d. Hinton Figure Skating Club 2026/2027 Events\$ 3,500
  - e. Hinton & District Chamber of Commerce - Pizza in the Rockies \$ 7,500
  - f. Operational funding for MAN VAN's outreach activities\$ 0
  - g. **TOTAL \$ 23,700**

### AND

That Council move the remaining budget of \$1,300 allocated to the Community Grant Program to the Council Contingency Fund.

2. That Council award Community Grants in support of the following projects, as follows.
  - a. Hinton Historical Society - Self-Guided Tour Kits\$ \_\_\_\_\_
  - b. Athabasca River Potters' Guild - Pottery Wheel Replacement\$ \_\_\_\_\_
  - c. Hinton's Run in the Rockies Event 2026\$ \_\_\_\_\_
  - d. Hinton Figure Skating Club 2026/2027 Events\$ \_\_\_\_\_
  - e. Hinton & District Chamber of Commerce - Pizza in the Rockies \$ \_\_\_\_\_
  - f. Operational funding for MAN VAN's outreach activities\$ \_\_\_\_\_
  - g. **TOTAL \$ \_\_\_\_\_**
3. That Council accept this report and recommendations from the Hinton Grant Funding Advisory Committee as information.

### Attachments / Links

[2026 CGP - Presentation for Admin. Report-26.06.04](#)

# 2026 CGP Applicant Summary

HGFAC has recommended the following:

Rank	Group + Project	Ask	Project Overview	Recommended Award
01	<b>Hinton Historical Society</b> Self-Guided Tour Kits	<b>\$1,500</b>	Funding will support ten themed self-guided tour kits for the Northern Rockies Museum, featuring hands-on activities, tools, and artifacts that connect to museum exhibits and encourage interactive learning	<b>\$1,700</b>
02	<b>Athabasca River Potters' Guild</b> Pottery Wheel Replacement	<b>\$8,914.50</b>	Funding will support replacing two failing pottery wheels immediately, with four other wheels assessed and possibly replaced after assessment.	<b>\$9,000</b>
03	<b>Run In The Rockies</b> 2026 Hinton's Run in the Rockies	<b>\$2,000</b>	Funding will support key event operations including participant safety, timing services, signage, volunteer coordination, marketing, equipment rentals, and family-friendly programming.	<b>\$2,000</b>
04	<b>Hinton Figure Skating Club</b> 2026/2027 Events	<b>\$3,500</b>	Funding will support hosting seasonal showcases for young figure skaters. Funding will include facility rental, set up, decorations, and concessions.	<b>\$3,500</b>
05	<b>Chamber of Commerce</b> Pizza in the Rockies	<b>\$7,500</b>	Funding will support a community event featuring pizza inspired items at various businesses across Hinton.	<b>\$7,500</b>
06	<b>Prostate Cancer Society</b> The MAN VAN	<b>\$4,000</b>	Continued operation and expansion of a mobile men's health clinic that provides prostate cancer related healthcare services and education. Funding will support a one-day mobile clinic to come visit Hinton.	<b>\$0</b>



## TOWN OF HINTON Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting, June 16, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Trent McLaughlin, Director of Infrastructure and Development Services  
**RE:** **SHORT-TERM RENTALS BYLAW AMENDMENT NO. 1162-3**

### Recommended Action

*That Council give the Short-Term Rentals Bylaw No.1162-3 Second Reading as amended  
 That Council give the Short-Term Rentals Bylaw No. 1162-3 Third Reading as amended.*

### Background

At the May 12, 2026 Committee of the Whole Meeting, Committee directed Administration to bring the Short-Term Rentals Bylaw No. 1162 back to a Regular Council Meeting with the following changes:

1. License issued on a first-come, first-served basis for complete applications.
2. Inclusion of a waitlist with regulations.
3. No transferability of licenses by operator or property ownership.
4. A cap of 70 Non-Principal Short-Term Rentals.
5. Cap exemptions for newly built residential units.

At the Regular Meeting of June 2, 2026, Council passed the following motions.

*That Council give Land Use Bylaw No. 1162-3 First Reading.*

*That Council direct Administration that successful candidates for Short-Term Rentals Bylaw No. 1162-3 be awarded by lottery and not by a first-come, first-served basis.*

*That Council amend Short-Term Rentals Bylaw No. 1162-3 to remove Cap exemptions for newly built residential units.*

*That Council direct Administration to bring back the Short-Term Rentals Bylaw No. 1162-3 to June 16, 2026 Regular Council Meeting.*

*That Council direct Administration to hold a non-statutory Public Hearing regarding the Short-Term Rentals Bylaw No. 1162-3 at the June 16, 2026 Regular Council Meeting.*

### Analysis

The proposed amendments are included in Attachment 1 - Edits Overview and Attachment 2 - Proposed Amending Bylaw Red Lined.

## Implications of Decision

### Financial Implications

Items	Comments
Operating Cost/Implications	N/A
Capital Cost	N/A
Budget Available	N/A
Source of Funds	N/A
Unbudgeted Costs	N/A

### Legislative Implications

Conforms with:	Yes/No/ Partial/N/A:	Comments:
Council's Strategic Plan	Partial	Housing – Promote private sector development to address housing diversity and availability.
Municipal Policies or Bylaws	Yes	Land Use Bylaw No. 1088, Business License Bylaw No. 1126 and Fees, Rates & Charges Bylaw No. 2001 align with the Short-Term Rentals Bylaw No. 1162.
Provincial Laws or MGA	Yes	Municipal Government Act, RSA 2000, Chapter M-26 current, as amended from time to time. Division 12 Planning bylaws - S.692, S.606 & S230.
Other plans or policies	N/A	

### Level of Service Implications

None.

### Communications/Public Engagement Implications

Notice of the June 16, 2026 Public Hearing was posted on the Town of Hinton website, Town of Hinton Facebook page, and included in the weekly Hinton Highlights e-newsletter which is emailed and texted to those who have signed up to receive notifications. A Public Hearing to hear public comments on Short-Term Rentals Bylaw Amendment No. 1162-3 was previously held.

### Risk / Liability

None.

## Options / Alternatives

1. That Council give Short-Term Rentals Bylaw No. 1162-3 Second Reading as amended
2. That Council give Short-Term Rentals Bylaw No. 1162-3 Third Reading as amended.
3. That Council refer Short-Term Rentals Bylaw No. 1162-3 to a future (Committee of the Whole/Regular Council) Meeting.
4. That Council give Administration alternate direction.

#### **Attachments / Links**

[ATTACHMENT 1 - Short-Term Rentals Bylaw Amendment No. 1162-3 Edits Overview](#)

[ATTACHMENT 2 - Short-term rentals bylaw Amendment No. 1162-3 Red Lined Version](#)

ATTACHMENT 1

EDITS OVERVIEW – AMENDMENT TO SHORT-TERM RENTALS BYLAW No. 1162

Bylaw 1162-3 Edit Changes Summary – June 4, 2026

Short-Term Rentals Terminology Definitions & Descriptions	Rational
<p>Amend Section 3.0 – LICENSE REQUIRED</p> <p>Update Section 3.2 as follows:</p> <p>3.2 Compliant short-term rental operators may continue operating under existing conditions, subject to the annual renewal of their Business License, due January 1 of each year. Any license not renewed by February 28 shall be deemed cancelled. The operator of a non-principal residence short-term rental must then reapply and be placed on the waitlist, contingent upon submission of a complete application and compliance with the conditions established in Section 6.</p> <p>Add a new subsection after 3.3:</p> <p>3.3.1 Licenses for non-principal residence short-term rentals shall be issued through a random draw process administered by the Town. All applications deemed complete shall be eligible for inclusion in the draw. An application shall not be considered complete until all required information, documentation, inspections, and fees have been provided to the satisfaction of the Town.</p>	<p>This strengthens the bylaw by removing ambiguity and clearly setting out priority, deadlines, and consequences.</p> <p>This clarifies “complete application” and avoids disputes over partial submissions.</p>
<p>Update as follows:</p> <p>4.0 A cap of seventy (70) licensed non-principal residence short-term rentals shall be permitted. Once the cap has been reached, no additional licenses shall be issued except in accordance with subsection 4.4.</p> <p>4.1 The Town shall maintain a waiting list for non-principal residence short-term rental licenses once the cap established in subsection 4.0 has been reached.</p> <p>4.2 When a license becomes available due to cancellation, non-renewal, or enforcement action, the license shall be offered to an eligible applicant on the waitlist through a random draw process conducted by the Town from among all complete applications received.</p> <p>4.3 An applicant selected through the random draw process must ensure that both their application and proposed dwelling unit comply with the most recent version of Bylaw No. 1162. The applicant shall have sixty (60) days to complete all remaining requirements, failing which the offer will lapse and be</p>	<p>This defines the process clearly and removes ambiguity.</p>

<p>extended to the next eligible applicant in the order established by the random draw.</p> <p>4.4 An applicant may only have one property on the waiting list at any time.</p> <p>4.5 To be eligible for placement on the waitlist, applicants must submit a deposit equal to 33.33% of the Business License Application Fee. Upon issuance of a Business License, the deposit will be applied toward the first-year Business License Application Fee. Refunds may be requested and will be issued in accordance with Town procedures.</p>	
<p>Add a new section under 6.0 – CONDITIONS OF LICENSE</p> <p>Insert new subsection 6.2:</p> <p>6.2 A non-principal residence short-term rental license is non-transferable and shall not be assigned, transferred or conveyed to another person, operator, or property owner.</p> <p>6.3 A license issued under this bylaw is specific to the licensed operator and the licensed premises and shall automatically expire upon:</p> <ul style="list-style-type: none"> <li>a) a change in property ownership; or</li> <li>b) a change in the licensed operator.</li> </ul>	<p>This prevents license “banking” or sale through property transactions.</p>



**TOWN OF HINTON**  
**BYLAW No. 1162-2**  
 BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA  
 TO PROVIDE REGULATION FOR SHORT-TERM RENTALS

**WHEREAS** pursuant to Part 2 of the Municipal Government Act, R.S.A. 2000, c. M-26 (hereinafter referred to the "Act") as amended from time to time, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; and

**WHEREAS** pursuant to section 7(a) of the Act, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

**WHEREAS** pursuant to section 7(e) of the Act, a council may pass bylaws for municipal purposes respecting Businesses, Business activities and Persons engaged in Business;

**WHEREAS** pursuant to section 7(i) (i-viii) of the Act, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Act or any other enactment.

**AND WHEREAS** pursuant to section 8 of the Municipal Government Act, a council may, through bylaw:

- a) Regulate or prohibit;
- b) Deal with any development, activity, industry, Business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- c) Provide for a system of licenses, permits or approvals.

**NOW THEREFORE** the Council of the Town of Hinton, duly assembled, hereby enacts, as follows:

**1.0 TITLE**

- 1.1 This Bylaw may be cited as the "Short-Term Rentals Bylaw."

**2.0 DEFINITIONS**

- 2.1 **Apartment Building** – a residential building with a shared outside entrance(s) consisting of at least three dwelling units where none of the dwelling units are rented or are available for rent or occupation for periods of less than 30 days.
- 2.2 **Guest** – means consumers of short-term rental services. Guests use platforms to search, reserve and manage their bookings of short-term rental accommodation. Guests pay the operator of the short-term rental a platform service fee.
- 2.3 **Host** – means a person, also referred to as operator that rents out, or offers for rent any premises for short-term rental accommodation to guests, may list their short-term rentals on online platforms, sets the price, availability and house rules (i.e. guest limits, guest hours) and approves rentals; they charge guests a nightly fee, optional additional fees (i.e. cleaning or accommodating extra people).
- 2.4 **Property Manager** – means a person designated by the host/operator as the primary contact for the short term rental accommodation and have decision powers and authority to make decisions in relation to the premises and the rental agreement, at all times that the short-term rental accommodation is operated.

- 2.5 **Secondary Suite (External)** – means an additional Dwelling Unit detached and subordinate from the Principal Building integrated as part of, or entirely as an Accessory Building.
- 2.6 **Short-Term Rental – Non-Principal Residence** - means a short-term rental unit that is a dwelling unit but not someone's principal residence providing temporary accommodation primarily utilized by visitors/tourists for periods of up to thirty (30) consecutive days and may be facilitated by online platforms (i.e. Airbnb)
- 2.7 **Short-Term Rental – Principal Residence** – means the business of providing temporary accommodation primarily utilized by visitors/tourists, in a principal dwelling unit, portion of a principal dwelling unit or an approved external secondary suite, excluding apartment buildings, for periods of up to thirty (30) consecutive days and may be facilitated by online platforms (i.e. Airbnb).
- 2.8 **Platform** – means an online matching and/or payment processing platform for transactions between short-term rental hosts/operators and guests.

### 3.0 LICENSE REQUIRED

- 3.1 A person must not carry-on business as a short-term rental host/operator unless the person holds a valid license issued under the provisions of the Business License Bylaw No. 1126.
- 3.2 ~~Compliant short-term rental operators may continue operating under existing conditions, subject to the annual renewal of their Business License, due January 1 of each year. Any license not renewed by February 28 shall be deemed cancelled. The operator of a non-principal residence short-term rental must then reapply and be placed on the waitlist, contingent upon submission of a complete application and compliance with the conditions established in Section 6.3 will continue to have first priority subject to the yearly renewal of the business license and compliance with conditions established in Section 6. If by May 15<sup>th</sup> a business license for the current year is not received, the short-term rental unit(s) will be removed as an eligible short-term rental.~~
- 3.2.1 If the cap established in Section 4 has not been reached, the short-term rental unit(s) may be reinstated upon payment of all fines and business license fees.
- 3.2.2 If the cap established in Section 4 has been reached, the short-term rental unit(s) may be placed on the waiting list upon payment of the outstanding fines.
- 3.3 A person applying for the issuance or renewal of a license to operate a short-term rental must, in addition to meeting the requirements of the Business License Bylaw No. 1126:
- a. Make an application to the Town on for the form provided for that purpose;
  - b. Pay to the Town the applicable license fee prescribed under subsection 3.5;
  - c. Provide to the satisfaction to the Town, evidence that:
    - i. The person owns the premises where the short-term rental will be offered; or
    - ii. The owner of the premises where the short-term rental will be offered has consented to their use as a short-term rental.

3.3.1 Licenses for non-principal residence short-term rentals shall be issued through a random draw process administered by the Town. All applications deemed complete shall be eligible for inclusion in the draw. An application shall not be considered complete until all required information, documentation, inspections, and fees have been provided to the satisfaction of the

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Town.

- 3.4 When the short-term rental accommodation is a non-principal residence, provide the name and contact information for the local property manager.
- 3.5 The license fee for purpose of subsection 3.3 b is:
- a. as per the Fees, Rates and Charges Bylaw No. 2001 Schedule A.
- ~~4.0 A cap of one hundred and thirty (130) licensed non-principal short-term rentals will be permitted and will be advertised on the Town of Hinton website accordingly. Once the cap has been reached, a waiting list will be managed by Administration.~~  
A cap of seventy (70) licensed non-principal residence short-term rentals shall be permitted. Once the cap has been reached, no additional licenses shall be issued except in accordance with subsection 4.4.
- ~~4.1 The waiting list priority will be determined on a first come first served basis.~~  
The Town shall maintain a waiting list for non-principal residence short-term rental licenses once the cap established in subsection 4.0 has been reached.
- ~~4.2 When a license becomes available due to cancellation, non-renewal, or enforcement action, the license shall be offered to an eligible applicant on the waitlist through a random draw process conducted by the Town from among all complete applications received.~~
- ~~4.3 An applicant selected through the random draw process must ensure that both their application and proposed dwelling unit comply with the most recent version of Bylaw No. 1162. The applicant shall have sixty (60) days to complete all remaining requirements, failing which the offer will lapse and be extended to the next eligible applicant in the order established by the random draw.~~
- ~~4.4 An applicant may only have one property on the waiting list at any time.~~
- ~~4.5 To be eligible for placement on the waitlist, applicants must submit a deposit equal to 33.33% of the Business License Application Fee. Upon issuance of a Business License, the deposit will be applied toward the first-year Business License Application Fee. Refunds may be requested and will be issued in accordance with Town procedures.~~

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## 5.0 PROPERTY MANAGER

- 5.1 A host/operator who operates a short-term rental accommodation in their principal residence is the property manager for that short-term rental accommodation.
- 5.2 A host/operator who operates a short-term rental accommodation in a non-principal residence must designate a property manager who is local to Hinton as part of their license application and must ensure the property manager has access to the licensed premises and authority to make decisions in relation to the premises and the rental agreement, at all times that the short-term rental accommodation is operated.
- 5.3 The host/operator must ensure that the name and contact information of the property manager is prominently displayed in the short-term rental property at all times while the short-term rental accommodation is operated.

## 6.0 CONDITIONS OF LICENSE

### 6.1 A host/operator of a short-term rental accommodation must:

- a. Provide guests with a copy of the Short-Term Residential Rental Accommodation: Information for Guests guide;
- b. Not allow your property to be used by guests to operate a business, unless the guest has a valid business license authorizing the business activity;
- c. Only rent up to four (4) guest rooms when living in the same residence while guests are present each of which can be occupied by a maximum of two persons, not including minors;
- d. Display the business license inside the entry way to the short-term rental property;
- e. Review your homeowners or renters' policy with your insurance agent or carrier to make sure your listing has appropriate insurance product for short term rentals;
- f. Display the designated local property manager's contact information inside the entry way of the short-term rental property;
- g. Post emergency contact information with local emergency numbers, number for the nearest hospital, host/operator contact number and a backup contact number;
- h. Keep a written registry of all guests that are staying or have stayed on the premises;
- i. Ensure no more than one booking is permitted within the short-term rental accommodation at one time;
- j. Must not allow more than two guests, not including minors per room;
- k. Must include a valid Business License number in any advertising, listing or promotion material that is intended to communicate availability of the premises for short-term rentals;
- l. Ensure the short-term rental property is safe and compliant with National Building Code "Openings in Exterior Walls of Exits" and Alberta Fire Code and Alberta Health Services regulations;
- m. Ensure interconnected (either by Bluetooth adapter or wireless) smoke detectors are installed and carbon monoxide detectors are installed as per the Alberta Building Code and a clearly marked fire extinguisher is readily available;
- n. Post a clearly marked fire evacuation plan and a map so it's easy for guests to see;
- o. Shall not offer temporary accommodation or permit a guest to sleep in a room where the suite, does not have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge to provide an exit in the event of an emergency, except where the suite has a sprinkler system;
- p. Ensure all safety and accommodation inspections be completed for the short-term

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rental. No approvals will be issued by the Town until this has been completed;

- q. Provide clear instructions and information up front so your guests know what to expect when they arrive;
- r. Establish "house rules" and be sure that your guests know to follow them. Rules that reduce noise and disruptions at night;
- s. Not allow cooking facilities within guest bedrooms;
- t. Provision of one (1) off-street parking space per two (2) guest rooms is required whether for Principal Residence or Non-Principal Residence and is not limited by the Land Use Bylaw No. 1088.
- u. Obtain a home-based business development permit to operate the short-term rental from the principal residence as per Land Use Bylaw No. 1088 and Development Services Fees Bylaw No. 1104.

6.2 A non-principal residence short-term rental license is non-transferable and shall not be assigned, transferred, or conveyed to another person, operator, or property owner.

6.3 A license issued under this bylaw is specific to the licensed operator and the licensed premises and shall automatically expire upon:

- a) a change in property ownership; or
- b) a change in the licensed operator.

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**7.0 ENFORCEMENT**

Refer to Business License Bylaw No. 1126, Fees Rates and Charges Bylaw No. 2001, and Land Use Bylaw No. 1088.

**8.0 INSPECTIONS**

- 8.1 The host/operator of a short-term rental must obtain a fire prevention inspection before the Town will grant any approvals.
- 8.2 The fire inspection fee for the purpose of section 8.1 is:
  - a. as per Fees, Rates & Charges Bylaw No. 2001 Schedule A.

**9.0 REPEALS AND COMING INTO FORCE**

- 9.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed. All former versions of this bylaw are hereby rescinded.

READ a first time this 28<sup>th</sup> day of October 2025.

READ a second time this 28<sup>th</sup> day of October 2025.

READ a third time this 28<sup>th</sup> day of November 2025.



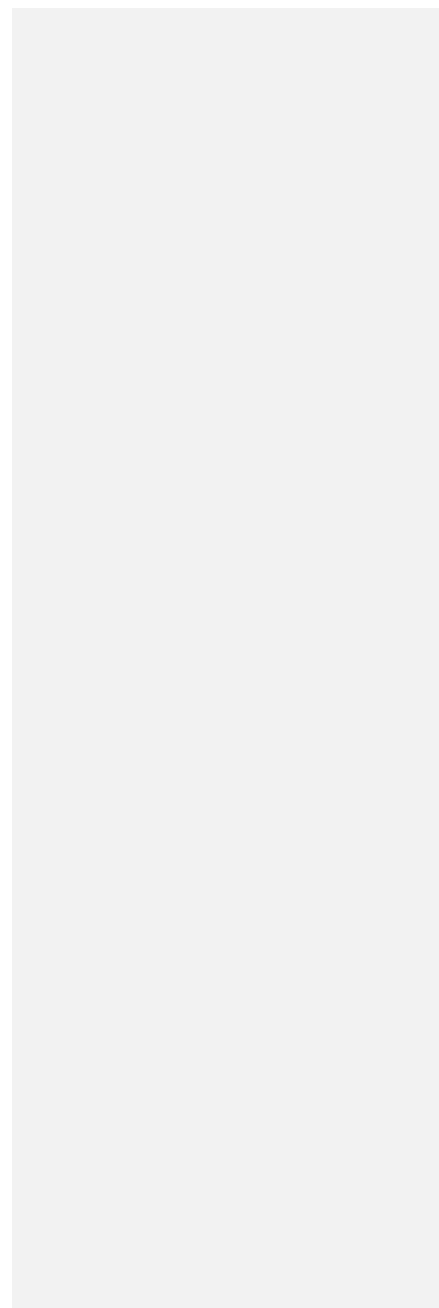
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Mayor



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Chief Administration Officer





## TOWN OF HINTON Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting, June 16, 2026  
**SUBMITTED BY:** Jordan Panasiuk, Chief Administrative Officer  
**PRESENTED BY:** Alicia Bourbeau, Director of Corporate Services  
**RE:** **APPOINTMENT OF DESIGNATED CHAIR AND CLERK TO  
THE REGIONAL ASSESSMENT REVIEW BOARD**

### Recommended Action

*That Council appoint Lyla Mozel (Hinton) as the Designated Chair for the West Yellowhead Regional Assessment Review Board for a one-year term, effective June 16, 2026.*

*That Council appoint Melissa DeLorme (Hinton) as the Designated Clerk for the West Yellowhead Regional Assessment Review Board for a one-year term, effective June 16, 2026.*

### Background

The Town of Hinton is a member of the Regional Assessment Review Board (RARB) along with the Municipality of Jasper, the Town of Edson, and Improvement District 12.

Each Council appoints their own board members (two or more per municipality) and their own municipal board clerk, except Improvement District 12. Councils must also jointly appoint a Designated Chair and a Designated Clerk for the RARB. The intent of the regional board is to have rotating communities providing a Designated Chair and Designated Clerk. For 2026, Hinton will provide both the Designated Chair position and the Designated Clerk.

The role of the Designated Chair is to carry out the duties and functions of the chair of the Local Assessment Review Board and the Composite Assessment Review Board in accordance with the Municipal Government Act (MGA).

The role of the Designated Clerk is to coordinate the scheduling of hearings across the region, based on board member availability and the number and nature of assessment appeals in each community. Clerks in each municipality are then responsible for sending notices of hearing, tracking disclosure documents, communicating with board members and any other requirement outlined in legislation.

### Analysis

This report is before Council to appoint the Designated Chair and Designated Clerk for the RARB.

Lyla Mozel is an appointed board member of the RARB for the Town of Hinton. She has served on the board since 2023. Lyla completed the ARB 'Refresher' Training Program in May 2026, therefore extending her certification to May 2029. Lyla has agreed to take on the role of Designated Chair for the RARB and will be jointly appointed by each partner municipality.

Melissa DeLorme is the Municipal ARB Clerk for the Town of Hinton. She has agreed to be the Designated Clerk for the RARB and will be jointly appointed by each partner municipality.

## Implications of Decision

### Financial Implications

Items	Comments
Operating Cost/Implications	Expenses for board hearings are borne by the municipality in which the assessed property is located. A provision for appeal costs is included in the annual operating budget and are based on the previous year's expenses.  Board members can participate in hearings in other communities and are remunerated according to each community's council remuneration policy (unless otherwise defined in individual bylaws).
Capital Cost	N/A
Budget Available	Yes
Source of Funds	Legislative Services – Operating Budget
Unbudgeted Costs	None expected

### Legislative Implications

Conforms with:	Yes/No/ Partial/N/A:	Comments:
Council's Strategic Plan	N/A	
Municipal Policies or Bylaws	Yes	Aligns with Council Committees Bylaw No. 1070-4 Council Procedure Bylaw No. 2003-1 Regional Assessment Review Board Bylaw No. 1173
Provincial Laws or MGA	Yes	Municipal Government Act Section 454.
Other plans or policies	N/A	

### Level of Service Implications

Without an appointee on the RARB, Town ratepayers affected by assessment decisions will not have recourse to have matters reconsidered, as provided for by the MGA.

### **Communications/Public Engagement Implications**

There is no public engagement required with regards to the appointment of Designated Chair or Designated Clerk.

### **Risk / Liability**

The Town will be unable to conduct appeal hearings and comply with the MGA until an appointment is made.

### **Options / Alternatives**

1. That Council appoint Lyla Mozel (Hinton) as the Designated Chair for the West Yellowhead Regional Assessment Review Board for a one-year term, effective June 16, 2026.
2. That Council appoint Melissa DeLorme (Hinton) as the Designated Clerk for the West Yellowhead Regional Assessment Review Board for a one-year term, effective June 16, 2026.

### **Attachments / Links**

[Regional Assessment Review Board - Bylaw 1173](#)



**BYLAW 1173**  
**A BYLAW OF THE TOWN OF HINTON**  
**IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL**  
**ASSESSMENT REVIEW BOARD**

**WHEREAS** pursuant to section 454 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 (MGA), a Council must by bylaw establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).

**AND WHEREAS** pursuant to section 455 of the MGA, two or more Councils may agree to jointly establish a LARB and a CARB to have jurisdiction in their municipalities as a Regional Assessment Review Board.

**AND WHEREAS** The Town of Hinton and partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a partner municipality.

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

**1. SHORT TITLE**

1.1. This Bylaw may be cited as the "Regional Assessment Review Board Bylaw."

**2. PURPOSE**

2.1 The purpose of this bylaw is to enable municipalities to provide a mechanism for citizens to appeal their property assessment.

**3. BACKGROUND**

3.1. The Partner Municipalities jointly wish to establish the West Yellowhead Regional Assessment Review Board to exercise the functions of a LARB and a CARB under the provisions of the MGA in respect of assessment complaints made by the taxpayers of any Partner Municipality.

**4. DEFINITIONS**

4.1. Except as otherwise provided herein, words in this Bylaw have the meanings prescribed in the MGA.

4.2. **Board:** the West Yellowhead Regional Assessment Review Board.

4.3. **Clerk:** The clerk appointed by each Partner Municipality to carry out the

administrative functions of their municipality's Board activities.

- 4.4. **Council:** The municipal council of each respective Partner Municipality.
- 4.5. **Designated Chair:** the person appointed to carry out the duties and functions of the chair of the LARB and CARB in accordance with section 454 of the MGA, jointly appointed by the Councils of the Partner Municipalities.
- 4.6. **Designated Clerk:** the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the MGA, jointly appointed by the Councils of the Partner Municipalities.
- 4.7. **Member:** a member of the Regional Assessment Review Board.
- 4.8. **Minister:** the Minister determined by the Province to be responsible for the MGA.
- 4.9. **Partner Municipality:** the Town of Hinton, the Town of Edson, Improvement District 12, and the Specialized Municipality of Jasper, who have agreed to jointly establish the West Yellowhead Regional Assessment Review Board.
- 4.10. **Presiding Officer:** the Member of a LARB or CARB designated to chair the meeting.
- 4.11. **Provincial Member:** a person appointed as a provincial member to a CARB by the Minister.

## 5. PARTNER MUNICIPALITIES

- 5.1. The Town of Hinton and the Partner Municipalities hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) to have jurisdiction in their municipalities.

## 6. REGIONAL BOARD REVIEW COMMITTEE

- 6.1. The Regional Board Review Committee consists of the Clerks from each Partner Municipality.
- 6.2. The Regional Board Review Committee will hold an annual meeting for the Clerks to review the CARB and LARB roles and requirements for the year.

**7. ESTABLISHMENT OF BOARDS**

- 7.1. The following West Yellowhead Regional Assessment Review Boards are hereby established:
- 7.1.1. One or more LARBs that consist of one Member;
  - 7.1.2. One or more LARBs that consist of three Members;
  - 7.1.3. One or more CARBs that consist of one Provincial Member; and
  - 7.1.4. One or more CARBs that consist of one Provincial Member and two Members.

**8. APPOINTMENT OF BOARD MEMBERS**

- 8.1. The Council of each Partner Municipality must appoint two (2) or more Members to the LARBs and CARBs pursuant to this bylaw, provided the Members have taken the mandatory training the same individuals may be appointed to a LARBs and CARBs.
- 8.2. Each Partner Municipality may appoint one Member of their Council to LARBs and CARBs pursuant to this bylaw, provided they have taken the mandatory training.
- 8.3. Each Partner Municipality must rescind an appointment if the Member:
- 8.3.1. Fails to successfully complete the training program set by the Minister;
  - 8.3.2. Does not live up to their commitment to attend hearings;
  - 8.3.3. Is no longer eligible pursuant to the Act and regulations passed thereto;
  - or
  - 8.3.4. Breaches the pecuniary interest provisions in section 480 of the MGA.

**9. TERM OF APPOINTMENT**

- 9.1. A Member may be reappointed to the Board at the expiration of his/her term (3years).
- 9.2. A Member may resign from the Board at any time on written notice to the Designated Clerk to that effect.
- 9.3. Each Partner Municipality will have the right to rescind the appointment of their Board Member.
- 9.4. Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

**10. PRESIDING OFFICER**

- 10.1. The Members of every Board established under section 6.1.2 of this bylaw will select a Presiding Officer from among themselves who will:

- 10.2. Preside over and be responsible for the conduct of hearings;
- 10.3. Vote on matters submitted to the Board unless otherwise disqualified; and
- 10.4. Sign orders, decisions, and documents issued by the Board.

**11. JURISDICTION OF THE BOARD**

- 11.1. The Board has jurisdiction to exercise the functions of a LARB and the functions of a CARB under the provisions of the MGA in respect to assessment complaints made by taxpayers of a Partner Municipality.

**12. DESIGNATED CHAIR**

- 12.1. On a rotating basis between Partner Municipalities, Councils must jointly appoint one Board Member as a Designated Chair and must jointly prescribe the Designated Chair's term of office and remuneration and expenses.

**13. DESIGNATED CLERK**

- 13.1. Councils of the Partner Municipalities must jointly appoint a Designated Clerk for the Board.
- 13.2. The Designated Clerk, whenever possible, will be selected from the same municipality as the Designated Chair and be appointed for the same term of office.

**14. HEARINGS**

- 14.1. Hearings will be held at such time as determined by the Designated Clerk, in the municipality where the property under complaint is located.
- 14.2. Each Partner Municipality must provide, at their expense, adequate facilities for the hearings in their municipality.
- 14.3. The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25* and the MGA.
- 14.4. The Designated Clerk must attempt to have a majority of Members who do not reside in the municipality in which the property under complaint is located.

**15. FEES**

- 15.1. The fees payable pursuant to section 481(1) of the MGA must be those established by each Partner Municipality for property located in that

municipality, provided that such fees do not exceed the maximum fees set out in the *Matters Relating to Assessment Complaints Regulation Alberta Regulation*.

**16. COSTS AND REMUNERATION**

- 16.1. Each Partner Municipality must pay for administrative costs associated with the operations of the Board in their respective municipality, including remuneration for Members, the costs associated with any Provincial Members, and any legal fees.
- 16.2. Unless otherwise determined by the Partner Municipality that appointed the Member, Members must receive remuneration for training sessions, meetings, decision writing, reviewing draft decisions, and hearings in accordance with the meeting fees set for Members of Council in the respective Partner Municipality.

**17. BYLAW AMENDMENTS**

- 17.1. Should the Council of a Partner Municipality wish to amend the Regional Assessment Review Board Bylaw, the Clerk of that municipality will bring the proposed amendments to the Regional Board Review Committee for discussion and presentation to their respective Councils.
- 17.2. If the Councils of the Partner Municipalities cannot reach an agreement on the proposed amendments, the Mayors of the Partner Municipalities shall meet to consider the matter.
- 17.3. If a Partner Municipality intends to no longer be a part of the West Yellowhead Regional Assessment Review Board, they must give the Councils of Partner Municipalities no less than thirty (30) days' written notice of that intention prior to the meeting at which any motion or bylaw to cease participation in the Board is to be considered.

**18. DISPUTE RESOLUTION**

- 18.1. Should a dispute arise between any of the Partner Municipalities regarding any of the clauses in this Bylaw, or over a financial matter regarding the operation of the LARB or CARB Boards, the Chief Administrative Officers of the Partner Municipalities must meet to consider the matter.
- 18.2. The decision of the panel of Chief Administrative Officers will be final.

**19. TRANSITIONAL**

19.1. This Bylaw comes into effect on the day it is passed.

19.2. Assessment Review Board Bylaw No. 1123 is repealed upon this Bylaw coming into effect.

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF JUNE, 2022

READ A SECOND TIME THIS 7<sup>th</sup> DAY OF JUNE, 2022

READ A THIRD TIME THIS 7<sup>th</sup> DAY OF JUNE, 2022

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## May 2026

### CAO Department

#### Human Resources

Hiring at a Glance	
Total Vacancies	41
Total Filled	34
Outstanding	7
Average time to fill	42 days

### Strategic Projects Department

#### Completed and Continuing Projects:

- Develop the draft Realtor Expression of Interest (EOI) to market Boutin and Town-owned Tier 1 Lands.

### Corporate Services Department

#### Operating Highlights:

- Assessment Notices were mailed on May 16, 2026.
- The Property Tax due date remains June 30, 2026; however, no penalties will be applied to outstanding balances until July 30, 2026. This penalty-free extension has been authorized due to delays in mailing tax notices to property owners.
- A By-Election has been called for August 27, 2026.
- The Community Grant Program has been launched and has received eight applications. Funding recommendations will be presented to Council in June.

#### Completed and Continuing Projects:

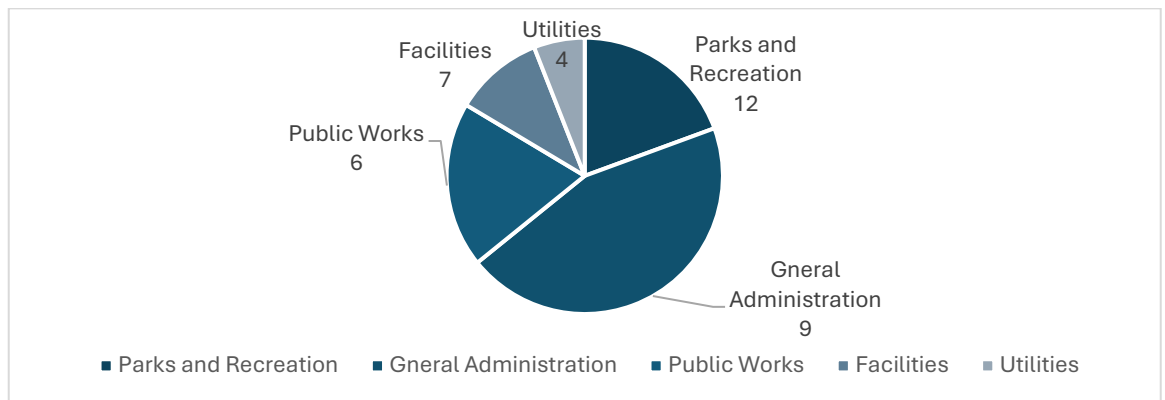
- Components required to finalize the configuration of the Wireless Access Network (WAN) have been received. Installation of antennas on towers will commence over the next month. These upgrades are expected to improve internet speed and reliability in municipal buildings.
- Three Access to Information requests have been completed and closed.
- Confirmation has been received of a \$50,000 matching contribution from the Canadian Red Cross, resulting in a total of \$100,000 in partnership with the Resilience Institute. Funding will be allocated as follows:
  - Stormwater Master Plan upgrade – 50%
  - Rain barrel reimbursement program – 25%
  - Tree planting for shade at Gordon Moore Park – 25%

#### Statistics:

<b>Hinton.ca</b>	<b>Facebook</b>
<b>Active website users:</b> 12K	<b>Viewers:</b> 59.5K
<b>Top pages:</b>	<b>Followers:</b> 6.8K
1. Home Page	<b>Top posts (by views):</b>
2. Search	1. RCMP Media Release
3. Jobs	2. Fire Advisory in Effect
4. Aquatics	3. Funding Support for Assisted Transportation Initiative
5. Beaver Boardwalk	4. Emergency Preparedness Week: Know your zone
	5. Property Assessment Notices Mailed

**Hinton Listens**

Total	67
Closed	48
Dismissed	1
Approved to WO	6
Open	12



**Community & Protective Services Department**

**FCSS & Transit**

Operating Highlights

- Rural Mental Health Action Group launched *Stronger, Together*, a six-part docuseries on Hinton’s YouTube channel; funding secured for production and promotion. [Stronger Together - Episode 1 of 6](#)
- Donations received: \$250 (Vista Mine) and \$1,000 (McElhanney Surveying & Geomatics) for Kids Can Catch; \$300 (Vista Mine) for Seniors Week Lifetime Achievement Luncheon.
- \$50,000 in provincial CORE Alberta funding secured (Sept 1, 2026 – Aug 31, 2027) to deliver Elder Abuse Prevention services.

Completed and Continuing Projects:

- A new option for the Neighbourhood Block Party program, along with related communications, will be launched in early June.

Statistics:

- Home Alone Course delivered (12 participants; waitlist of 6).
- Mental Health First Aid course fully subscribed (22 participants).

- Elder Abuse Prevention program received two new financial abuse referrals.
- 29 nominations received for the 2026 Rural Renewal Stream (+5 from April); 2 spots remain.
- Youth Centre partnered with Mountain Music to launch Friday night jam sessions; 10 youth attended.

## Hinton Municipal Library

### Operating Highlights:

- Library's Professional Opportunities Development Space supported 18 apprentice practice exams in May (pre-entrance, plumbing, instrumentation)—the highest monthly usage this year.

### Completed and Continuing Projects:

- Preparation for Summer Reading Club, a Friends of the Library Book Sale, and the Alberta Community Art Clubs Association (ACACA) Northern Zone Art Show.

### Statistics:

- 71 participants engaged through school and daycare outreach programs.
- 32 participants attended Family Art, a program focused on creativity, play, and connection.
- 49 Senior Puzzle Packs distributed.
- 7 exams proctored for local students in online courses.
- 3 books awarded to winners of the May reading challenge.

## Parks, Recreation & Culture

### Operating Highlights:

- Aquatics partnered with Velora Hinton (May 3–15) to provide pool access during their shutdown; strong uptake has led to a request for an ongoing partnership.
- Expressions of Interest issued for Canada Day 2026 vendors, performers, and food trucks.
- RFP issued for Recreation Management Software project.
- Parks received ~6,000 sq. ft. of court-surface tiles (equivalent to 3 tennis courts) through a donation from Jasper Municipality; pilot program currently in the planning phase.

### Completed and Continuing Projects:

- Robson Design Build finalized site clean-up and hydroseeding at Sutherland Ave/Maxwell Lake Apartment Beaver Boardwalk entrance.
- Skatepark Construction:
  - Breeca Construction completed subsurface grouting (Apr 29–May 5) to address geotechnical concerns identified in April 2025.
  - 5-O Solutions began construction on May 5; half the park remains open, with temporary mobile features installed by Parks. Project timeline ~6 weeks; coordination underway with Hinton Skatepark Society for a potential June 21 reopening event.
- Sure Shot Environmental launched Year 2 of the Vegetation Management Pilot (May 29), with remaining areas scheduled June 2–6.

## Statistics:

<b>Membership &amp; Pass Usage (Rec All Usage Pass)</b>	
Annual Pass	487
1 Month Pass	24
3 Month Pass	380
6 Month Pass	231
<b>Family Passes</b>	
Annual Pass	67
1 Month Pass	35
3 Months	140
6 Months	11
<b>Punch Pass Usage</b>	
Adult	91
Child	24
Preschool	8
Senior	51
Youth	9

<b>Pool Drop-in Admission</b>	
Family	55
Adult	287
Child	64
Preschool	32
Youth/Senior	46
Toonie	328
<b>Courts Drop-In Usage</b>	
Family	7
Adult	64
Child	2
Senior/Youth	2
Showers	52
<b>Bouldering Wall Drop-In Usage</b>	
Family	2
Adult	28
Child	7
Preschool	2
Toonie	12

**Protective Services**

## Operational Highlights:

- FireSmart™ Work Bee held May 2 on Switzer Drive.
- Junior Fire Fighter Program successfully completed.
- South Fireguard draft OPP submitted to FRIAA for review.
- Community Policing Committee established; members appointed.
- Community engagement held with Pine Valley Lodge and the RCMP

<b>Community Peace Officer Statistics – May 2026</b>	
Animal Control Bylaw	34
Animal Protection Act	1
Assistance other Agencies/Depts	2
Business Licenses – Short-Term Rental Complaints	2
Encampments	10
Fire Bylaw	5
Fireworks Bylaw	1
Land Use Bylaw	1
Nuisance Complaints	13
Petty Trespass Act	1
Tobacco Reduction Act	1
Traffic Bylaw	33
Vehicle for Hire Bylaw	2
<b>Files for the Month</b>	<b>106</b>
<b>Files to Date 2026</b>	<b>417</b>

<b>Inspections and Assessments</b>	
Short-Term Rental inspections	5
Food Trucks	3
Commercial inspection	2
FireSmart™ Home Assessments (Residential)	20
FireSmart™ Property Assessment (Commercial)	1

<b>Fire Call Statistics</b>	
Alarms	9
Outside Fires	7
Mutual Aid – Assist EMS	8
Motor Vehicle Collisions	1
Smoke Investigation	1
<b>Total Calls</b>	<b>26</b>
<b>Calls to Date 2026</b>	<b>141</b>

## Development & Infrastructure Services Department

### Operations - Public Works

#### Operating Highlights:

- Ongoing grading of gravel roads and alleys as required to maintain conditions.

#### Completed and Continuing Projects:

- Fleet Replacement Procurement Commercial garbage truck has been awarded; delivery is expected within 4–5 months.
- Spray Patching is ongoing as part of regular roadway maintenance.
- Asphalt Patching Procurement completed; work is scheduled to begin mid-June.
- Concrete Patching Procurement process currently underway.
- Extended Producer Responsibility (EPR) Ongoing communication and coordination efforts continue.

### Operations - Utilities

#### Operating Highlights:

- Conducting inspections of water meter installations completed by homeowners using local plumbers.

#### Completed and Continuing Projects:

- Hydrant repair and replacement project has been awarded and is proceeding as scheduled.

### Operations – Building Maintenance

#### Completed and Continuing Projects:

- Golf Course HVAC project is in progress; lounge nearing completion with electrical tie-in in early June, and banquet hall ducting underway pending arrival of second cooling unit.

### Development Services

## DEVELOPMENT PERMIT STATS DETAILED MONTH END REPORT



### May 2026

PERMIT #	APPL DATE	CATEGORY	PROPOSED DEVELOPMENT	ROLL #	ADDRESS	LEGAL	PERMIT VALUE
26-041	5/1/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	70008900	210 SKOGG AVE.	8222515;1;44	\$0.00
26-042	5/1/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	80882000	4040 BRADWELL ST.	0526268;3;16	\$0.00
26-044	5/4/2026	RESIDENTIAL	ACCESSORY STRUCTURE - SHED	70012400	138 SKOGG AVE.	8222515;1;63	\$2,000.00
26-045	5/8/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION - SHORT-TERM RENTAL	70024200	175 SKOGG AVE.	8222515;2;22	\$0.00
26-046	5/13/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION - SHORT-TERM RENTAL	10228800	128 MALIGNÉ DR.	7621008;41;57	\$0.00
26-047	5/8/2026	COMMERCIAL	SIGN - PORTABLE - TEMPORARY	80880000	340 SMITH ST.	9021392;3;1D	\$1,700.00
26-048	5/13/2026	COMMERCIAL	SIGN - PORTABLE - TEMPORARY	80883200	816 CARMICHAEL LANE	0526316;1;5A	\$1,700.00
26-049	5/20/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	4318000	126 ALDER DR.	3265KS;25;13	\$0.00
26-050	5/15/2026	RESIDENTIAL	PROJECTION - DECK - ATTACH DECK TO EXISTING NON-CONFORMING BUILDING	2013200	237 MACLEOD AVE.	1980KS;14;1	\$2,000.00
26-051	5/22/2026	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	10251000	571 MOUNTAIN ST.	7621008;45;9	\$0.00
26-052	5/22/2026	RESIDENTIAL	FENCE - OVER HEIGHT (8FT)	1628000	117 DORIN DR.	1791KS;12;17	\$3,000.00
26-053	5/21/2026	COMMERCIAL	SIGN - PORTABLE - TEMPORARY	80880000	340 SMITH ST.	9021392;3;1D	\$1,700.00
26-054	5/21/2026	COMMERCIAL	CHANGE OF USE - MAJOR EATING OR DRINKING ESTABLISHMENT	1901200	137 ATHABASCA AVE.	1918KS;5;A	\$40,000.00
26-055	5/22/2026	INDUSTRIAL	CHANGE OF USE - ANIMAL SERVICE CENTRE - CANINE AQUATIC EXERCISE FACILITY	80882200	13, 116 HAMPSHIRE RD.	1623789;13;-	\$5,000.00
26-056	5/29/2026	COMMERCIAL	TEMPORARY PERMIT - OUTDOOR EVENT - RIDES, GAMES, CONCESSION	80868600	900 CARMICHAEL LANE	9020385;1;10	\$0.00

15 Permits Issued in May

Month Total

\$57,100.00

55 Permits Issued To Date

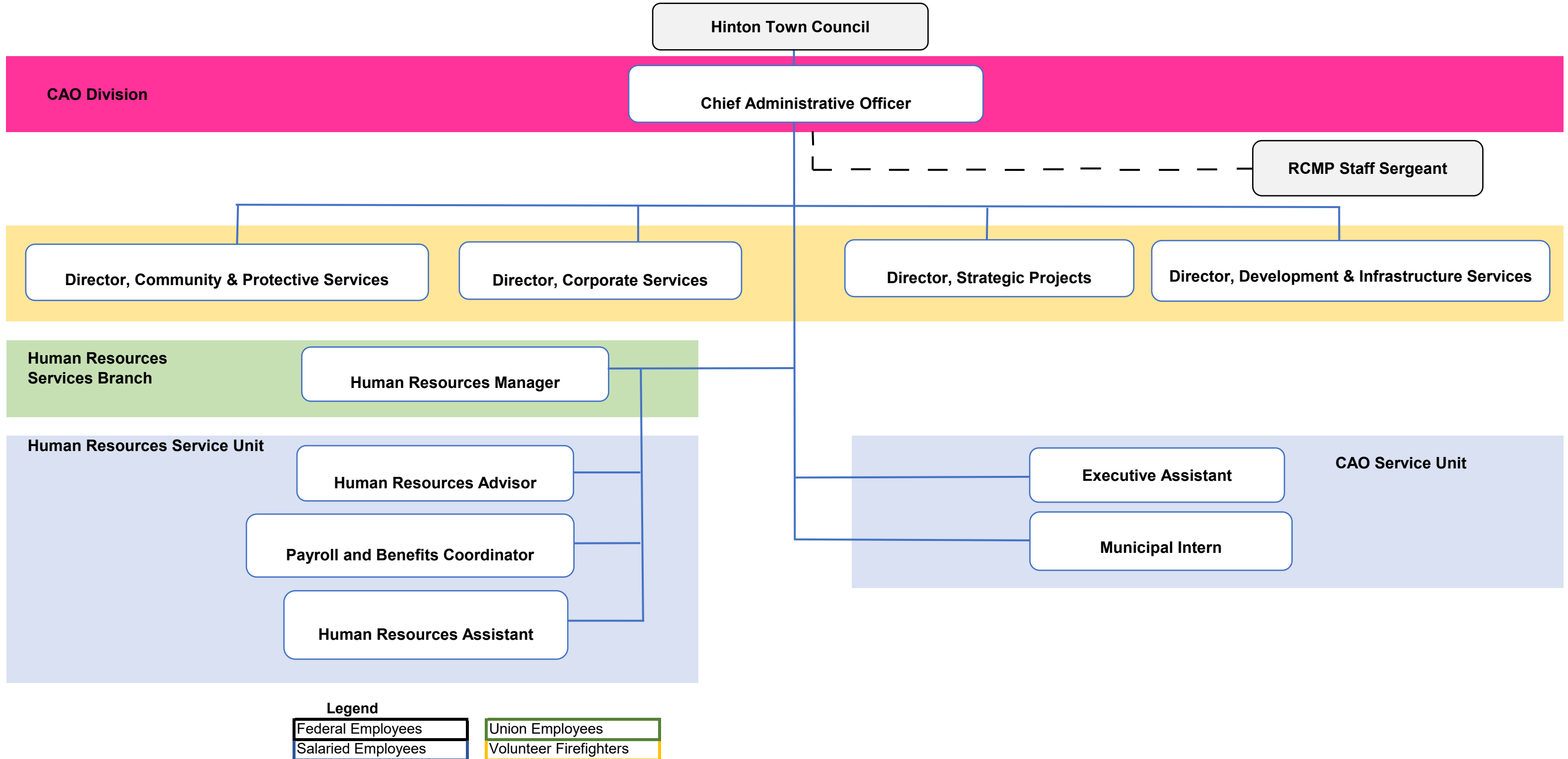
2026 Year To Date Total =

\$5,021,000.00

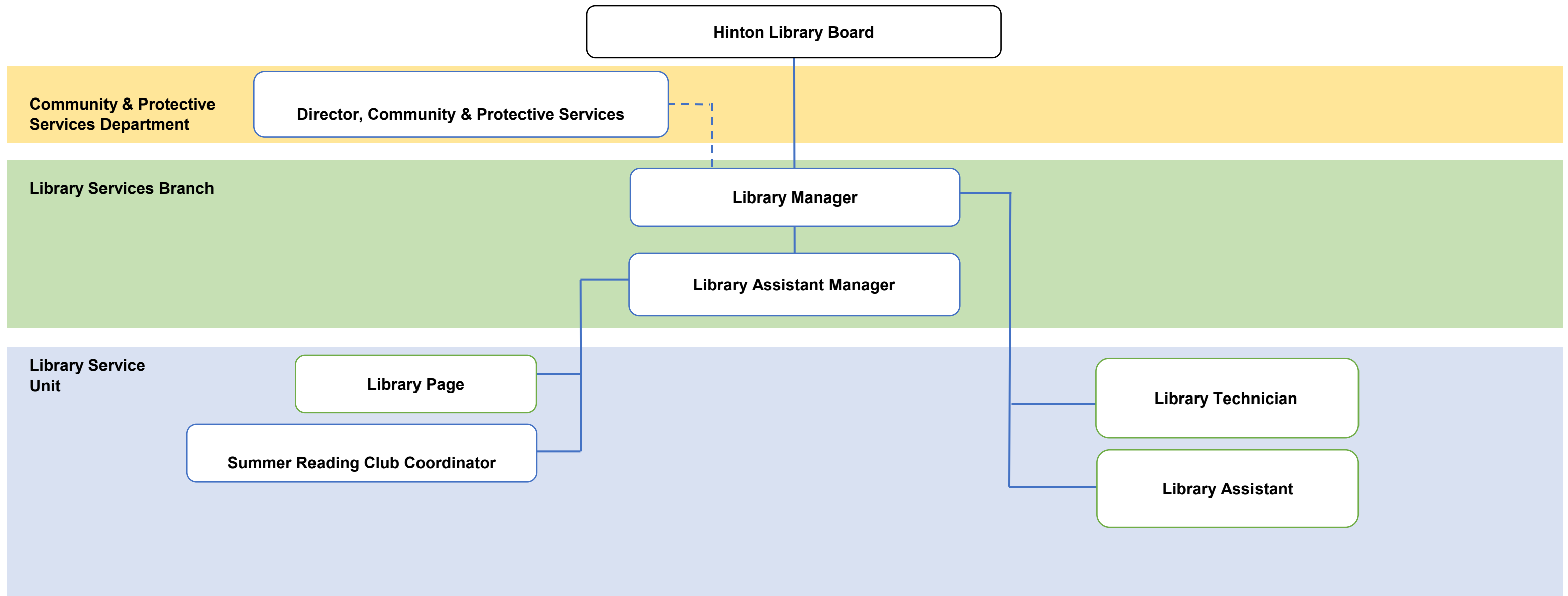
# Organizational Chart



# Chief Administrative Officer Organizational Chart



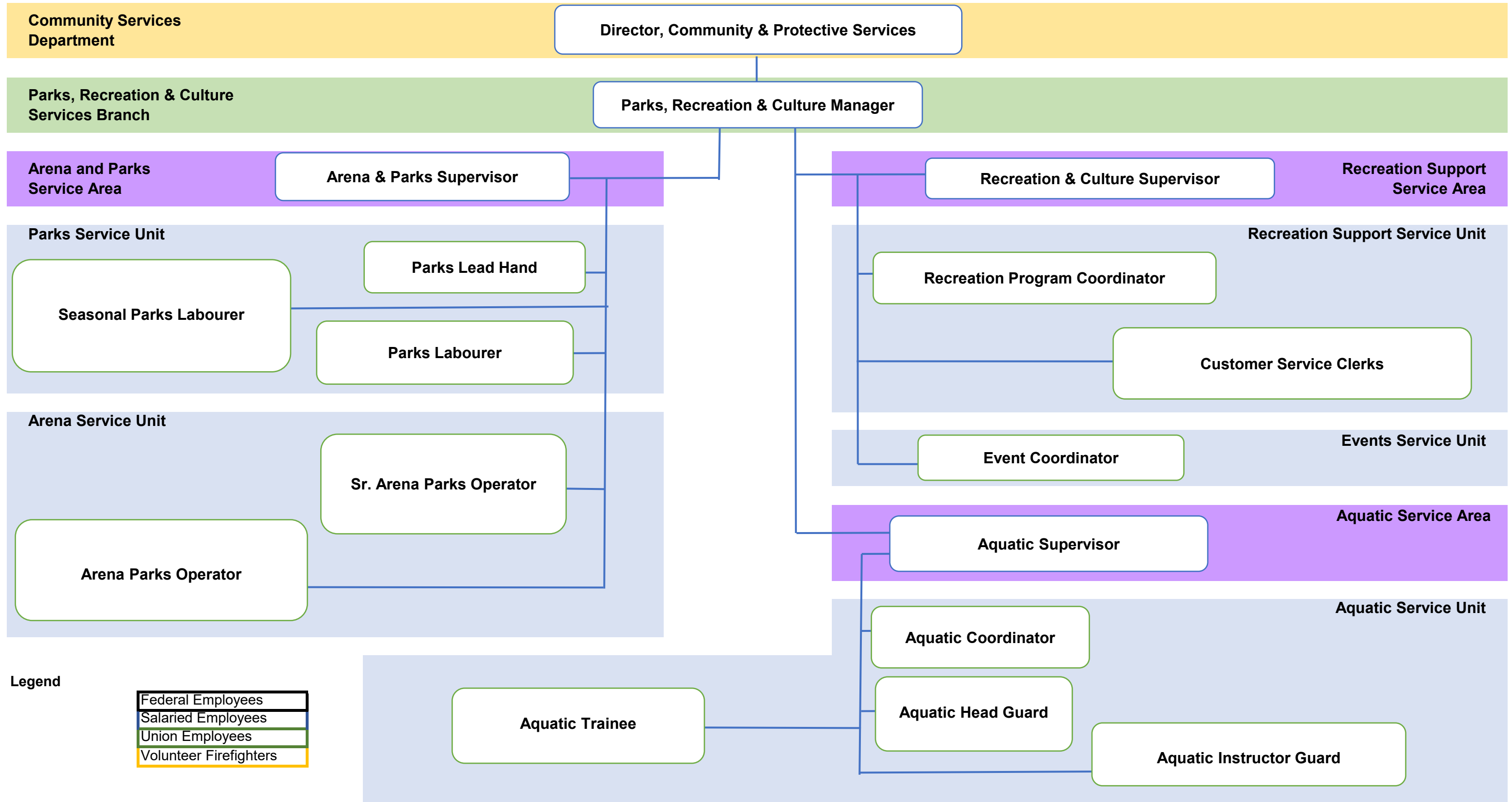
# Community & Protective Services, Library Organizational Chart



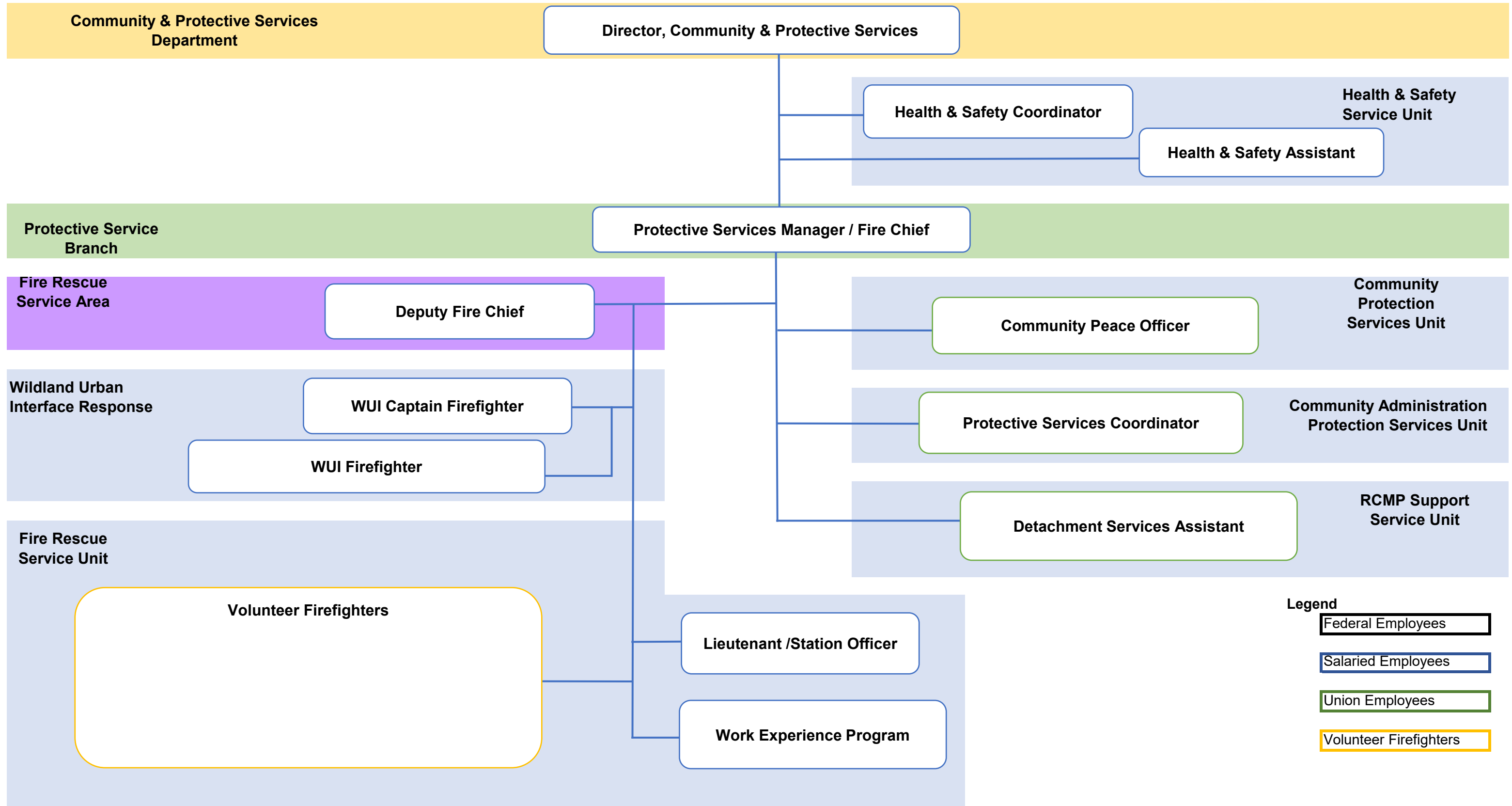
**Legend**

- Federal Employees    Union Employees
- Salaried Employees    Volunteer Firefighters
- External Organization

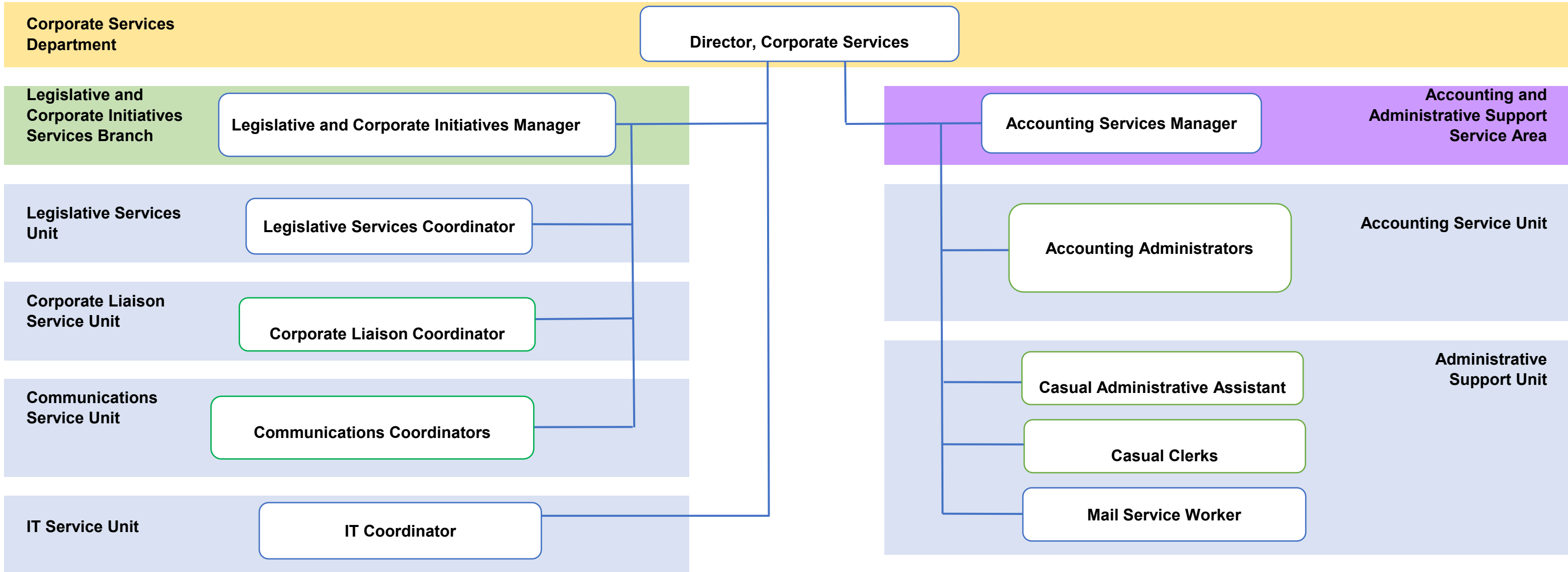
# Community & Protective Services, PRC Organizational Chart



# Community & Protective Services Organizational Chart



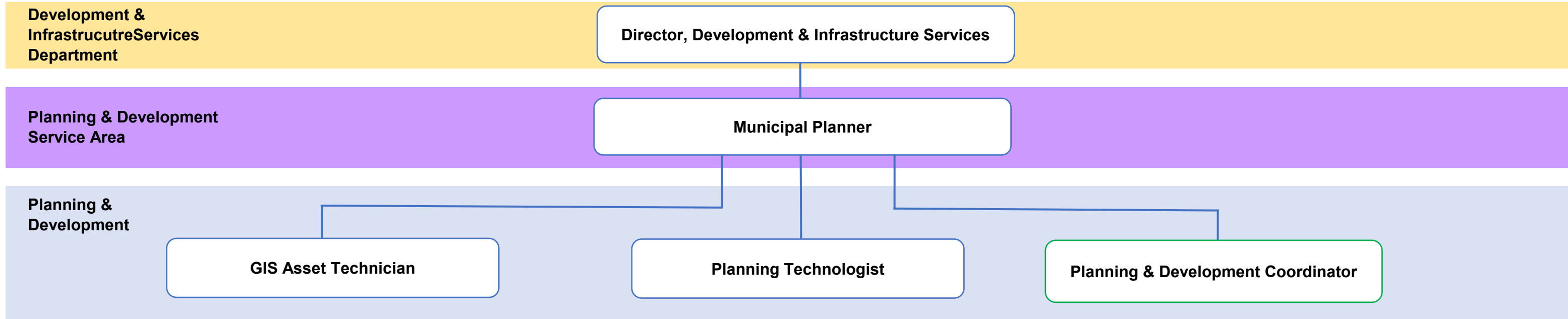
# Corporate Services Organizational Chart



**Legend**

Federal Employees	Union Employees
Salaried Employees	Volunteer Firefighters

# Development & Infrastructure Services, Dvlpt Organizational Chart



### Legend

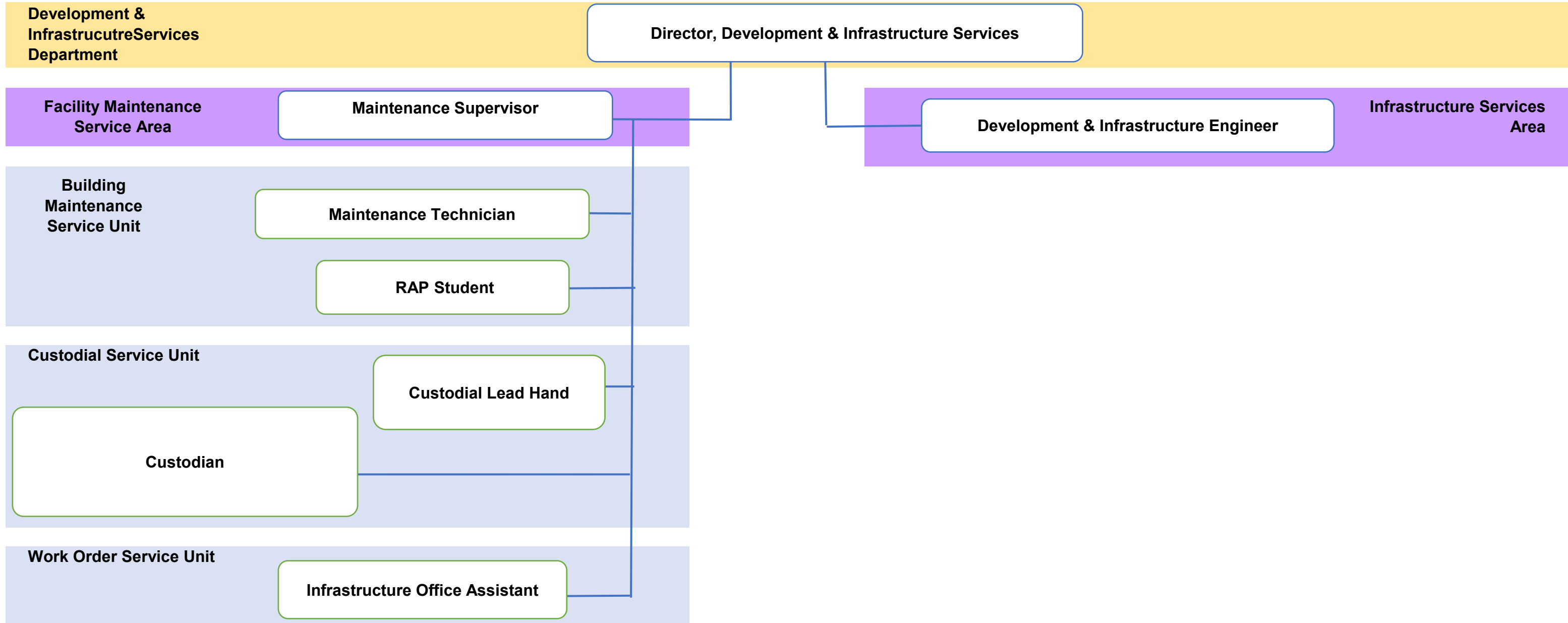
Federal Employees

Union Employees

Salaried Employees

Volunteer Firefighters

# Development & Infrastructure Services, IS Organizational Chart



**Legend**

Federal Employees  
Salaried Employees

Union Employees  
Volunteer Firefighters

# Development & Infrastructure Services, IS Organizational Chart

