



AGENDA COMMITTEE OF THE WHOLE Meeting

4:00 PM - August 12, 2025

Committee Room, 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 Committee of the Whole Agenda

3. **COMMUNITY ANNOUNCEMENTS**

4. **DELEGATIONS**

5. **PRESENTATIONS**

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6.1 Boutin Lands - Seniors Housing Concept Review

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6.2 Co-operative Housing Background Information

7. **REPORTING**

7.1 Council Reports

- Boards and Committees of Council

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7.2 Chief Administrative Officer

- Reporting and Status Report - July 2025 Operating Highlights

8. **CORRESPONDENCE & INFORMATION ITEMS**

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8.1 MTMC Key Messages from the July 25 Meeting with Minister and MLA

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8.2 Community Policing Reports for Hinton RCMP Detachment for Q1 2025/26

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8.3 Letter from Sturgeon County Mayor

COMMITTEE OF THE WHOLE MEETING

Agenda

August 12, 2025

9. **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.

- 9.1 Crown Lands - Closed per s. 30 of ATIA
- 9.2 Grant Funding Update - Closed per s. 29 of ATIA
- 9.3 Mutual Performance - Closed per s. 20 of ATIA

10. **ADJOURNMENT**

- 10.1 Adjournment



TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Committee of the Whole Meeting, August 12, 2025
PRESENTED BY: Winston Rossouw, Director of Strategic Projects
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **BOUTIN LANDS – SENIORS HOUSING CONCEPT REVIEW**

Recommended Action

That Committee reach consensus to proceed with exploration of a phased approach to housing that incorporates the available Canadian Mortgage and Housing Corporation (CMHC) funding streams presented, and that aligns with the 2022-2025 Strategic Plan, for full development of the Boutin Lands.

Background

On February 4, 2025, at the Regular Council meeting, Administration presented the Boutin Lands - Senior Housing Concept Financial Request report. The following motion carried unanimously:

That Council direct Administration to proceed with the Boutin Lands – Seniors Housing Concept including the funding of \$50,000 from the Municipal Reserve, as discussed.

On March 12, 2025, Administration moved forward to engage the industry housing specialist with the scope of work as outlined in the report to Council in February 2025.

On May 15, 2025, Administration facilitated the submission of an application for the Sector Transformation Fund, through the Community Housing Transformation Centre (CHTC), for \$50,000, in collaboration with the Evergreens Foundation. The application outlined that the funding would be directed toward performing a feasibility study and business case for seniors housing, a potential new partnership definition between the municipality and Evergreens Foundation, community engagement to guide design and governance of seniors housing in Hinton, and strategic planning to define a replicable rural model for aging in place.

On June 16, 2025, Administration was notified by the industry housing specialist that the CHTC has supported the Town of Hinton Seniors Housing “Campus of Care” initiative, through the Evergreens Foundation, with a funding contribution of \$35,000. These funds could be allocated towards performing a feasibility and financial model for seniors housing, review of governance options and partnership structures to support the housing models, design of engagement strategy including identification of participants, and project management support.

Any additional funding required to complete aspects of the Boutin seniors housing initiative will be incorporated into the 2026 budget through an operational business case (OBC) or capital project plan (CPP) for Council review, deliberation and approval.

Analysis

This report is before Committee to explore the life lease housing option for seniors and alternative housing options that could be supported financially through the Canadian Mortgage and Housing Corporation (CMHC). The alternative housing options include the Affordable Housing Fund (AHF), the Apartment Construction Loan Program (ACLP) and the Co-op Housing Development Program (in

Written by: Debbi Smith, Strategic Projects Facilitator

Boutin Lands - Seniors Housing Concept Review

collaboration with the Co-operative Housing Federation of Canada (CHF)) for non-profit co-operative housing.

In all scenarios presented, Administration has included the assumption that the site services will be developed to the land parcel boundary through the senior housing development currently being planned by the Government of Alberta on the lands opposite this specific site.

It is Administration's recommendation to remove the life lease option from consideration for seniors housing in Hinton. As demonstrated through the presentation attached, this option is not supported by any provincial or federal funding, is not financed through Canadian banks and relies solely on the private equity provided by the leaseholders themselves. This model presents a complicated ownership structure, and the long-term economic risk of the model makes this a high-risk option for seniors housing.

The Boutin lands senior housing development model chosen will be dependant on funding opportunities (Provincial/Federal), timing of application portal/approval and based on the specific grant criteria. Each of the alternative housing funding streams align with the 2022-2025 Strategic Plan Priorities of working towards the full development of Boutin Lands including options for seniors housing and working to increase both the availability, options, and supply of housing.

Implications of Decision

Financial Implications

Any additional funding requests will become an OBC or CPP in the 2026 budget.

Level of Service Implications

No implication.

Communications/Public Engagement Implications

Public engagement will be a component of the proposed comprehensive plan to assess the seniors housing options in collaboration with the Town of Hinton, the Evergreens Foundation and the industry housing specialist.

Risk/Liability Implications

There is minimal risk associated with a decision to move forward with further exploration of the preferred housing model for the Town of Hinton.

Legislative Implications		
Conforms with:	Yes/No/Partial/NA	Comments
Council's Strategic Plan	Yes	Strategic Priority: Economic Development - That the Town continues to work towards the full development of Boutin Lands including options for Senior's housing. Community Services – The Town works to increase both the availability, options, and supply of housing.
Municipal Policies or Bylaws	No	Land Use Bylaw 1088 – 20.
Provincial Laws or MGA	N/A	N/A
Other plans or policies	N/A	N/A

Options / Alternatives

1. That Committee reach consensus to proceed with exploration of a phased approach to housing that incorporates the available Canadian Mortgage and Housing Corporation (CMHC) funding streams presented, and that aligns with the 2022-2025 Strategic Plan, for full development of the Boutin Lands.
2. That Committee reach consensus to proceed with exploration of _____ as amended.
3. That Committee receive the Boutin Lands – Senior Housing Concept Review report for information.

Attachment(s)

1. Exploring Housing Models for the Town of Hinton, Alberta.pdf

Exploring Housing Models for the Town of Hinton, Alberta

Presented by: Ravi
Sunkaranam with support
from Derek Weiss & Tara
Weiss

August 12, 2025



The Engagement

- Develop a high-level cost and operational model for conceptual 10-unit life lease.
- Examine the general assembly of equity required for construction primarily through the life lease model and related debt financing.
- Share research and examples on life leases.
- Exploration of Alternative Housing Models.





Proposed Site

Hinton Food Bank

Pine Valley Senior
Citizen Lodge

Boutin Lane
Seniors Housing Concept Review

asca Valley
Suites
129/night
king.c

OK Tire

Hinton & District Spay
and Neuter Society

What is a Life Lease ?

- A form of tenure where residents pay an upfront sum (entry fee) for the right to occupy a housing unit for life or a specified term.
- Commonly targeted at seniors looking for long-term, maintenance-free living.
- Occupants sign a Life Lease Agreement outlining occupancy rights, fees, services, and exit terms.



Life Lease Model Review

- **Fixed Value:** Or “No Gain” – where the ownership entity purchases back the life lease, often for the same amount originally paid, less an administrative fee.
- **Market Value Life Lease:** similar to condo ownership; the life lease right is salable. It also can become part of the holder’s estate and/or bequeathed. (Note the right to occupy is excluded from the bequest.)
- **Price Index Life Lease:** The ownership entity purchases the life lease back from the holder (or estate) over the length of the occupancy. The re-purchase is indexed by a price factor, less an administrative fee.

Life Lease Models-Contd..

- **Declining Balance:** The life lease value is determined by the value of the unit and the life expectancy of the holder. The amount the holder's estate receives declines by a specific amount until it reaches zero. This model may be thought of as prepaid rent.
 - **Zero Balance:** The life lease value is determined by the value of the unit and the rest of the holder's expected life. It is a pre-paid rent model.
- For the purposed of this study engagement, **Fixed Value** or "No Gain" model was adopted.

Life Lease Details

- Lease Holders have no ownership interest, but a right of occupancy for life or until the lease is terminated.
- Lease Holders secure the life lease through payment of an entry fee.
- Subject to the type of housing, Lease Holders often pay a monthly fee to cover building operations, reserves and common services.
- Life lease offerings are common within faith-based and non-profit seniors housing developments.





Examples of Alberta based Life Lease Offerings

- Charis Village, Lacombe, Alberta [About Charis](#) | [Senior Housing Lacombe](#) | [Charis Village](#)
- The Bethany Group, Camrose, Alberta [The Bethany Group](#) | [Life Lease](#)
- Rimoka Housing Foundation, Ponoka, Alberta [Senior Life Lease - My CMS](#)
- Shalem, Calgary-Calgary [Shalem - Life Leases](#)
- Covenant Living, Calgary [Life Lease - Covenant Living](#)

Charis Village

- A 5% deposit of the life lease until 30 days before construction begins, at which time a further 10% is due.
- All deposits held in trust by a lawyer until the unit is ready for occupancy. On occupancy, the remaining 85% will be due.
- Apartments *starting* at \$288,000 Duplex *starting* at \$420,000

APARTMENTS



DUPLEX HOMES



Bethany Group | Lakeside Village

- Entrance Fee \$210,000 - \$335,000
- Monthly, \$790 - \$910 MO



Shalem – Lodge style living



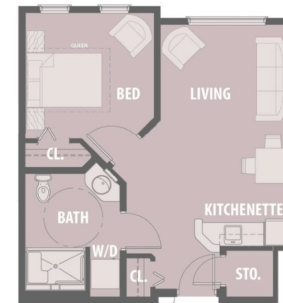
- Purchase price / entrance fee based on current market analysis 'PSF'

Covenant Living - Lodge style living

STANDARD 1 BEDROOM	547ft ²	TOTAL MONTHLY FEE			
		100%	75%	50%	Rental
List Price	\$258,825	\$258,825	\$194,119	\$129,413	
Entrance Fee		\$2,345	\$2,765	\$3,160	\$3,980
Total Monthly Fee					
Your monthly savings compared to renting		\$1,635	\$1,215	\$820	
Your annual savings		\$19,620	\$14,580	\$9,840	
Expressed as a Return		7.6%	7.5%	7.6%	0%

Residents who choose the Life Lease option are guaranteed between a 95% and 99% refund of the entrance fee when they move, based on occupancy:

Occupancy	Percentage refund of entrance fee
Less than 2 years	95%
More than 2 years	96%
More than 3 years	97%
More than 4 years	98%
More than 5 years	99%



Site Development



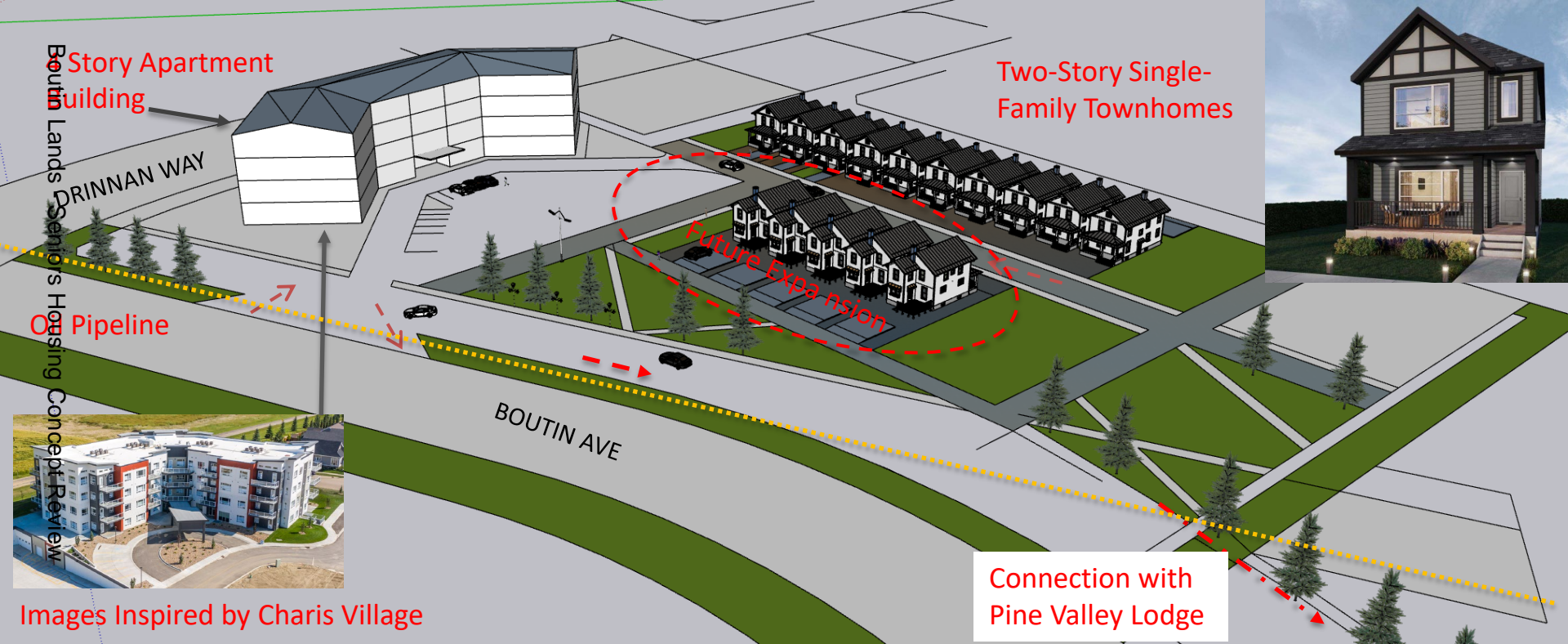


Site Context & Design Considerations

The proposed Seniors Campus of Care is situated within a complex land parcel bordered by residential development, an existing supportive housing facility (Pine Valley Lodge), and multiple utility and oil pipeline right-of-ways.

In developing design options, we carefully avoided all easements and ROWs, preserved the buildable footprint, and oriented the campus to maximize solar exposure, privacy, and serviceability.

The design also establishes a pedestrian and programmatic connection to Pine Valley Lodge, laying the foundation for a connected care ecosystem and operational synergy in the long term.



Seniors Campus of Care – Option A: Integrated Village Layout

Phase 1-Single Family Townhomes

Future Phases- Apartment and additional Townhomes

This concept presents a thoughtfully designed, village-style campus that blends senior housing, green spaces, and shared spaces to support aging in place. The layout encourages walkability, independence, and social connection while maintaining a spatial relationship with the adjacent Pine Valley Lodge.

Key Features:

- **Phase 1-** Ten two-storey, single-family detached homes designed to provide privacy, accessibility, and a residential feel. *Each home features rear-access garage pads to promote a pedestrian-friendly street edge.*
- **Future Phase-** Reserved land for five more detached units, allowing flexibility to respond to future demand.
- **Future Phase-** A four-story apartment building anchors the site and provides Affordable and Alternative living units. *The ground floor will include indoor amenity space for recreation, wellness programs, and resident gathering.*
- **Walkable Green Space & Pathways:** Promote movement and engagement. Landscaped open space and walkways enhance mobility, safety, and informal social interaction.
- A direct pedestrian link supports potential service integration, shared programming, or coordinated care with the adjacent lodge.

3 Story Apartment Building

Single Level Duplex Homes

DRINNAN WAY

Pipeline

BOUTIN AVE

Seniors Community Hall

Connection with Pine Valley Lodge



Images Inspired by Charis Village

Seniors Campus of Care – Option B: Integrated Village Layout

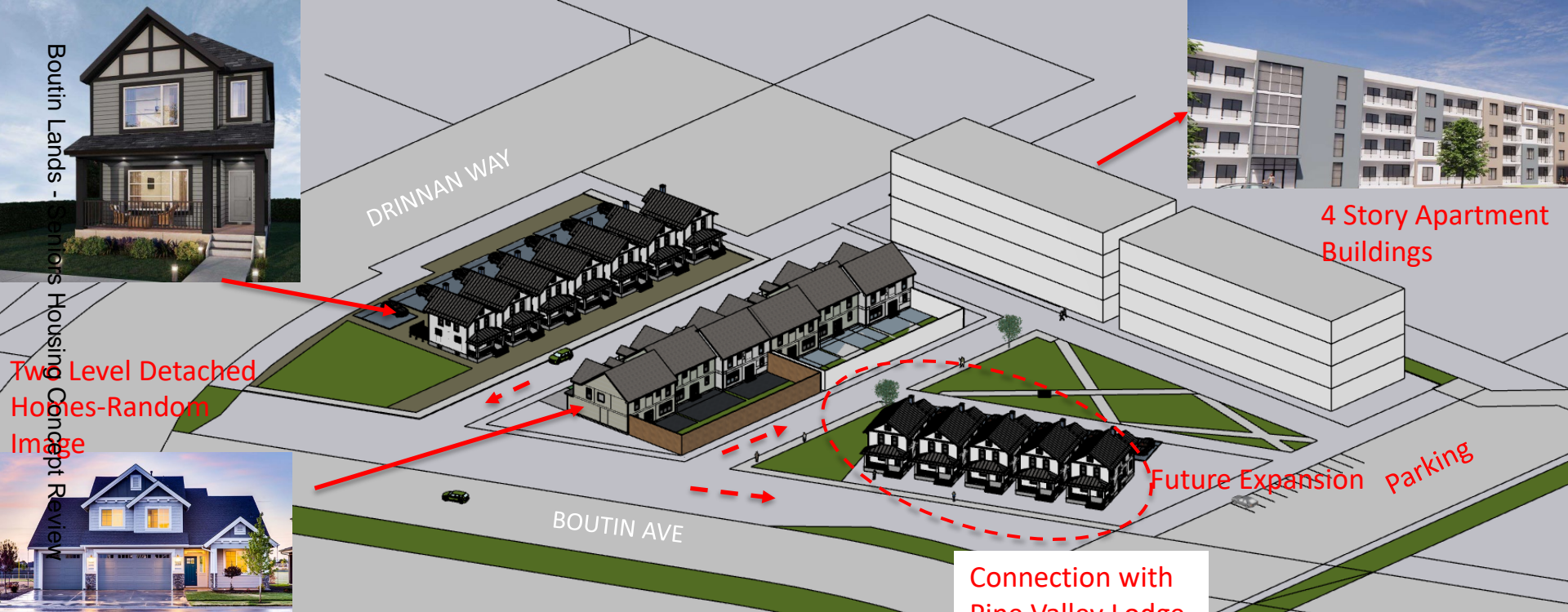
This concept explores a village-style layout where senior housing, amenities, and landscaped spaces are thoughtfully integrated across the site. The design encourages walkability, independence, and social connectivity, while maintaining a clear spatial relationship with the neighboring Pine Valley Lodge.

Key Features:

- **Phase 1** - Five Duplex Homes (10 Units): Spread linearly for privacy and independence.
- **Future Phase**- Three-Storey Apartment Building: Anchors the site with Affordable and supportive housing.
- **Future Phase**- Amenity Building: Centrally located for easy access to community programs.
- Walkable Green Space & Pathways: Promote movement and engagement.
- Link to Pine Valley Lodge: Enables future integration or shared services.

Phase 1-Single Level Duplex Townhomes

Future Phases- Apartment and Amenity Building (Dependent on demand analysis based on an updated Housing Needs Assessment- Forthcoming)



Seniors Campus of Care – Option C: Clustered Courtyard Model

Phase 1-Single Family Homes or Detached 2 story Townhomes

Future Phases- Apartments and additional Townhomes

A community-focused layout that encourages neighborly interaction, land efficiency, and phased development. Ideal for integrating independent and supportive living while offering a flexible long-term campus vision.

Key Features:

Phase 1 – Two-Storey Detached Homes (10 Units): Clustered around a shared internal lane, these single-family homes promote community interaction while offering privacy and comfort.

Future Expansion – Five Additional Homes: Flexibly positioned to allow site intensification based on future housing demand.

Future Phase – Apartment Buildings (4 Storeys): Two apartment buildings provide Affordable and alternative housing options.

Ground floors will feature indoor amenity spaces such as recreation, wellness, and gathering areas to serve both apartment and detached home residents.

Defined Loop Road:

Strategically separates vehicular movement from pedestrian activity zones, enhancing safety.

Courtyard Green Space:

A landscaped internal courtyard at the heart of the site promotes social interaction, walkability, and informal gatherings.

Connection to Pine Valley Lodge:

A pedestrian pathway facilitates physical and programmatic integration with the adjacent Lodge, enabling shared services and future coordination.

Sample Imagery



Single Level Duplex Bungalows



Two Story Detached House



Two Story Detached Townhouse



4 Story Apartment Building-Option A & B



4 Story Apartment Building-Option-C



Test Financial Model Objective

To evaluate and test relationships between entrance fees, monthly fees with construction costs, and debt carrying capacity.

Therefore, only essential revenue and costs are programmed. The reader is cautioned that outputs are unlikely to be representative of a “real life” project or subsequent operations.

All inputs are strictly best estimate based on theoretical constructs.



Test Scenario

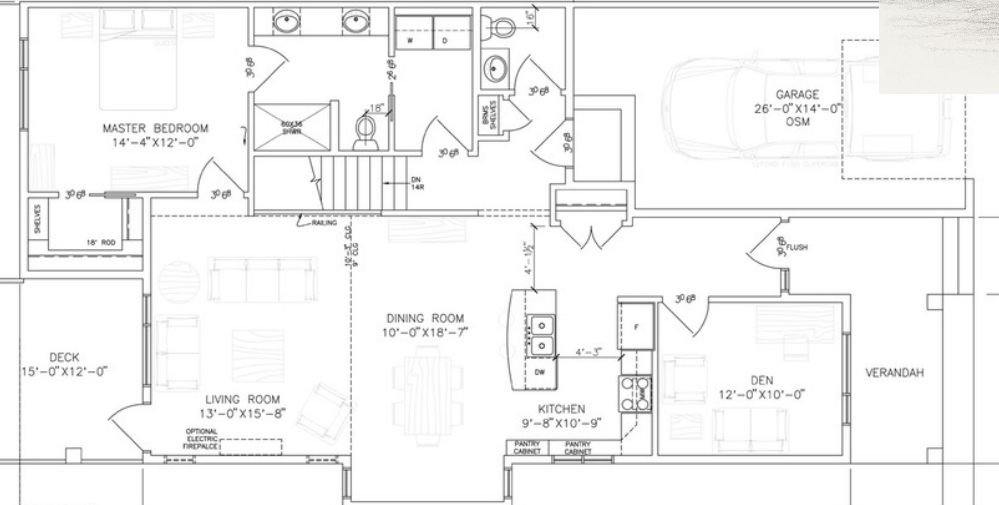
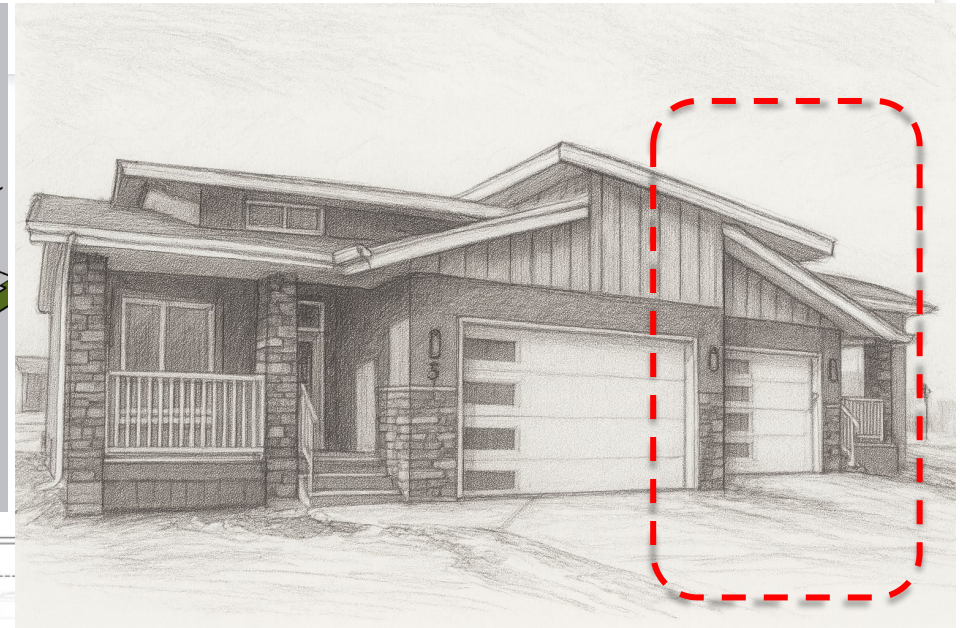
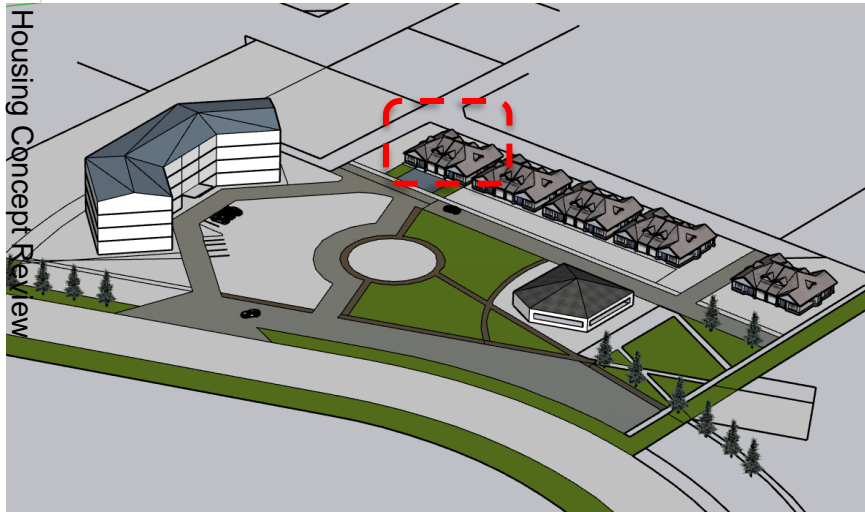
A 10-unit project model considering two alternate square footages – smaller and larger.

An order of magnitude budget developed using “good”, “better” and “best” construction quality.

Entrance fees are directly determined from the construction cost per unit.

Monthly fees determined at the break-even point and adjusted based on the size of the entrance fee paid.

Smaller Scale Development



Features:

- 2 Bedroom + Den
- 2.5 Bathroom
- Living Room, Family Room
- Front Verandah
- Rear Deck
- Single Garage



Order of Magnitude Budget Only for 10 Unit- Townhouse

Budget Summary – Smaller Square Footage			
	Good	Better	Best
Hard Costs (<i>Construction costs</i>)	\$3,399,000	\$3,741,000	\$4,140,000
Soft costs (15%) (<i>Consulting costs</i>)	\$ 526,845	\$ 579,885	\$ 641,700
Contingency (15%)	\$ 441,870	\$ 486,330	\$ 538,200
Owner Costs	\$ 16,995	\$ 18,705	\$ 20,700
Order of Magnitude Budget	\$4,549,710	\$4,900,890	\$5,415,600

Budget Assumptions

- Construction costs are based on 2024 Altus cost guide for Seniors Housing on current market pricing seen on other projects.
- This is an order of magnitude budget for conceptualizing only.
- Impacts due to tariffs have not been accounted for and remains a risk.
- Legal costs associated with life-lease structure are unknown and excluded from the analysis

Construction Quality Base Cost	
Good	\$ 285
Better	\$ 315
Best	\$ 350

Order of Magnitude Budget

Understanding 'Hard' and 'Soft' Costs

Hard Costs (Construction Costs):

These are direct costs related to the physical construction of the building, including:

- Site preparation and grading
- Foundations and structural work
- Framing, roofing, windows, and doors
- Mechanical, electrical, and plumbing systems (MEP)
- Interior and exterior finishes
- Landscaping, driveways, and exterior works

Soft Costs (Consulting & Professional Services):

These are indirect costs associated with design, approvals, and project administration, including:

- Architectural and engineering fees
- Planning and development consultants
- Project management and owner's representative fees
- Quantity surveying and cost consulting
- Legal, accounting, and insurance (if applicable)
- Municipal approvals and permits
- Utility connection fees and servicing coordination

Equity Requirements – Smaller Building

Build Quality Scenario	% of Construction Cost	Smaller Building Project		
		Downpayment	Construction Contribution	Financing Required
Good	75%	\$ 557,464	\$ 2,229,855	\$ 2,229,855
Better		\$ 612,611	\$ 2,450,445	\$ 2,450,445
Best		\$ 676,950	\$ 2,707,800	\$ 2,707,800
Good	50%	\$ 371,643	\$ 1,486,570	\$ 2,973,140
Better		\$ 408,408	\$ 1,633,630	\$ 3,267,260
Best		\$ 451,300	\$ 1,805,200	\$ 3,610,400
Good	25%	\$ 185,821	\$ 743,285	\$ 3,716,425
Better		\$ 204,204	\$ 816,815	\$ 4,084,075
Best		\$ 225,650	\$ 902,600	\$ 4,513,000

Findings:

Higher Entrance Fees while creating a larger upfront equity pool, still mean significant financing to realize the project.

Build Quality Scenario	Cost Per Unit		Total Budet
	800 sq ft Unit	1100 sq ft Unit	
Good	\$ 312,962	\$ 430,323	\$ 4,459,710
Better	\$ 341,110	\$ 466,807	\$ 4,900,890
Best	\$ 380,042	\$ 522,558	\$ 5,415,600

Lease Holder Commitment

Build Quality Scenario	Entrance Fee		Monthly Fee		
	800 sq ft Unit	1100 sq ft Unit	800 sq ft Unit	1100 sq ft Unit	
Good	75%	\$234,722	\$ 322,742	\$ 1,775	\$ 2,079
Better		\$255,832	\$ 350,105	\$ 1,913	\$ 2,804
Best		\$285,032	\$ 391,918	\$ 2,073	\$ 2,428
Good	50%	\$156,481	\$ 215,161	\$ 2,213	\$ 2,591
Better		\$170,555	\$ 233,404	\$ 2,394	\$ 2,804
Best		\$190,021	\$ 261,279	\$ 2,605	\$ 3,052
Good	25%	\$ 78,241	\$ 107,581	\$ 2,648	\$ 3,101
Better		\$ 85,277	\$ 116,702	\$ 2,872	\$ 3,364
Best		\$ 95,011	\$ 130,639	\$ 3,134	\$ 3,671

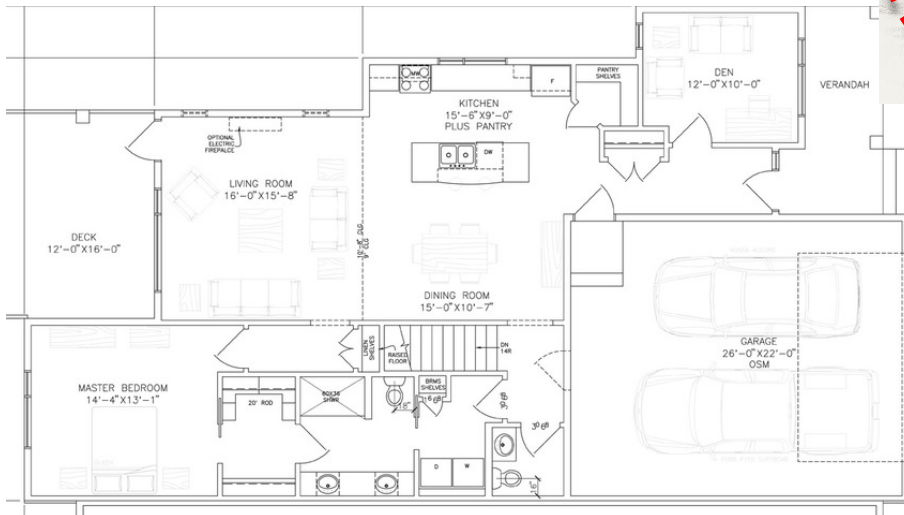
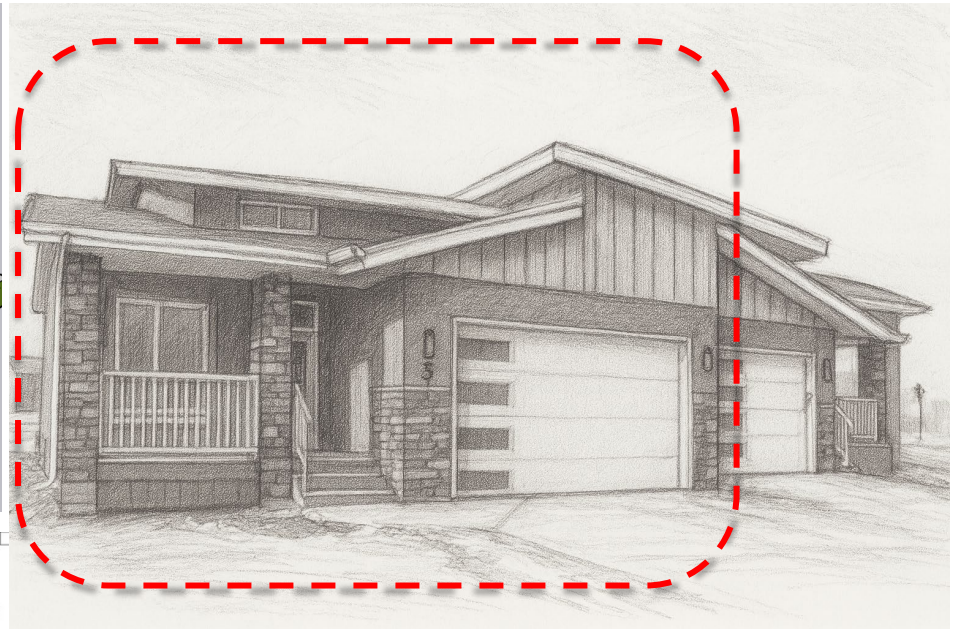
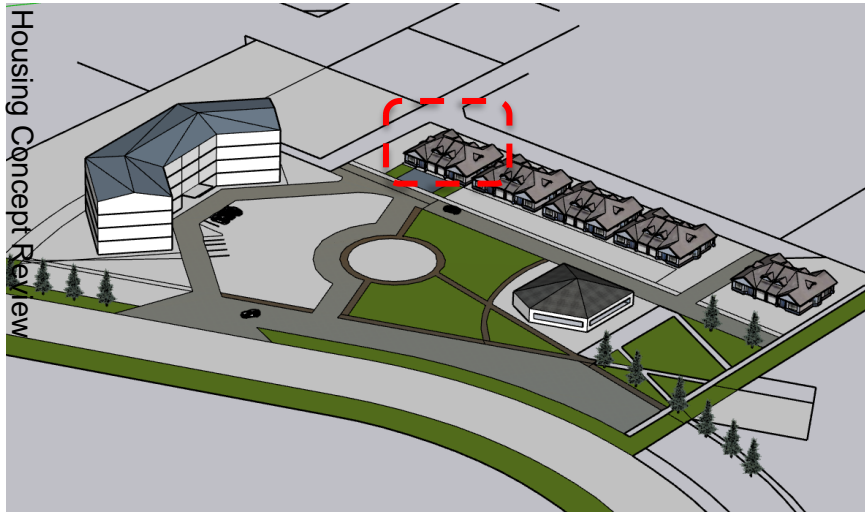
Testing demonstrates the larger the entrance fee, the lesser the monthly fees due to project financing costs.

Detailed Operating Pro Forma Assumptions

- A) Other than land, no further municipal contribution is contemplated.
- B) Upfront equity is sourced exclusively through the entrance fee payments from prospective lease holders.
- C) Financing is calculated using the Owner Budget and CMHC program-based assumptions – 4.5% interest and 20-year amortization.
- D) The entrance fee payment schedule is assumed at 20% upon lease signing, with the remaining 80% paid upon commencement of construction.*

**Note: there is no legislation that prevents or limits the entire entrance fee to be collected in advance of construction. The convention adopted is similar to that for condo unit sales.*

Larger Scale Development



Features:

- 3 Bedroom + Den
- 2.5 Bathroom
- Living Room, Family Room
- Front Verandah
- Rear Deck
- Double Garage

Order of Magnitude Budget

Budget Summary – Larger Square Footage			
	Good	Better	Best
Hard Costs	\$4,396,500	\$4,843,500	\$5,365,000
Soft costs (15%)	\$ 681,458	\$ 750,743	\$ 831,575
Contingency (15%)	\$ 571,545	\$ 629,655	\$ 697,450
Owner Costs	\$ 21,983	\$ 24,218	\$ 26,825
Order of Magnitude Budget	\$5,746,485	\$6,323,115	\$6,995,850

Budget Assumptions

- Construction costs are based on 2024 Altus cost guide for Seniors Housing and on current market pricing seen on other projects.
- This is an order of magnitude budget for conceptualizing only.
- Impacts due to tariffs has not been accounted for and remains a risk
- Legal costs associated with life-lease structures are unknown and excluded from the analysis.

Construction Quality Base Cost	
Good	\$ 285
Better	\$ 315
Best	\$ 350

Equity Requirements – Larger Building

Build Quality Scenario	% of Construction Cost	Larger Building Project		
		Downpayment	Construction Contribution	Financing Required
Good	75%	\$ 750,480	\$ 3,001,920	\$ 3,001,920
Better		\$ 825,945	\$ 3,303,780	\$ 3,303,780
Best		\$ 913,988	\$ 3,655,950	\$ 3,655,950
Good	50%	\$ 500,320	\$ 2,001,280	\$ 4,002,560
Better		\$ 550,630	\$ 2,202,520	\$ 4,405,040
Best		\$ 609,325	\$ 2,437,300	\$ 4,874,600
Good	25%	\$ 250,160	\$ 1,000,640	\$ 5,003,200
Better		\$ 275,315	\$ 1,101,260	\$ 5,506,300
Best		\$ 304,663	\$ 1,218,650	\$ 6,093,250

Findings:

Higher Entrance Fees while creating a larger upfront equity pool, still mean significant financing to realize the project.

Build Quality Scenario	Cost Per Unit		Total Budget
	1100 sq ft Unit	1500 sq ft Unit	
Good	\$ 430,323	\$ 581,531	\$ 5,746,485
Better	\$ 466,807	\$ 636,555	\$ 6,323,115
Best	\$ 522,558	\$ 707,306	\$ 6,995,850



Lease Holder Commitment

Build Quality Scenario	% of Construction Cost	Entrance Fee		Monthly Fee	
		1100 sq ft Unit	1500 sq ft Unit	1100 sq ft Unit	1500 sq ft Unit
Good	75%	\$ 322,742	\$ 436,148	\$ 2,096	\$ 2,446
Better		\$ 350,105	\$ 477,416	\$ 2,268	\$ 2,646
Best		\$ 391,918	\$ 530,479	\$ 2,468	\$ 2,879
Good	50%	\$ 215,161	\$ 290,765	\$ 2,691	\$ 3,140
Better		\$ 233,404	\$ 318,278	\$ 2,923	\$ 3,410
Best		\$ 261,279	\$ 353,653	\$ 3,193	\$ 3,726
Good	25%	\$ 107,581	\$ 145,383	\$ 581	\$ 3,829
Better		\$ 116,702	\$ 159,139	\$ 3,573	\$ 4,169
Best		\$ 130,639	\$ 176,826	\$ 3,913	\$ 4,565

Testing demonstrates the larger the entrance fee, the lesser the monthly fees due to project financing costs.

Detailed Operating Pro Forma Assumptions

- A) Other than land, no further municipal contribution is contemplated.
- B) Upfront equity is sourced exclusively through the entrance fee payments from prospective lease holders.
- C) Financing is calculated using the Owner Budget and CMHC program-based assumptions – 4.5% interest and 20-year amortization.
- D) The entrance fee payment schedule is assumed at 20% upon lease signing, with the remaining 80% paid upon commencement of construction.*

**Note: there is no legislation that prevents or limits the entire entrance fee to be collected in advance of construction. The convention adopted is similar to that for condo unit sales.*

Reality Check

- To date CMHC explicitly advise they do not and will not provide funding support for life lease projects.
- As a relatively new, unregulated and untested legal structure Canadian banks do not finance.
- Private equity is the primary avenue to source capital, often through the leaseholders themselves.



Private Financing as an Option: Testing the Viability of Private Construction Financing

To understand the impact of private financing a further 12 scenarios were tested using private lender assumptions.

Key Assumptions:

- Interest only construction loans at 11% annual interest for 12 months
- Lender fees assumed at 2% of loan cost
- Monthly payment covers interest only; principal is not addressed
- Table calculations do not consider long-term debt, simply construction financing

Private Financing – Small Building

Build Quality Scenario	Entrance Fee - % of Unit Construction Cost	Calculated Financing Required	Monthly Interest (11%)	Lender Fee (2%)	Total Cost Over 12 Months	Total Owed*
Good	75%	\$2,229,855	\$20,440	\$44,597	\$289,881	\$2,519,736
Better		\$2,450,445	\$22,462	\$49,009	\$318,558	\$2,769,003
Best		\$2,707,800	\$24,822	\$54,156	\$352,014	\$3,059,814
Good	50%	\$2,973,140	\$27,254	\$59,463	\$386,508	\$3,359,648
Better		\$3,267,260	\$29,950	\$65,345	\$424,744	\$3,692,004
Best		\$3,610,400	\$33,095	\$72,208	\$469,352	\$4,079,752
Good	25%	\$3,716,425	\$34,067	\$74,329	\$483,135	\$4,199,560
Better		\$4,084,075	\$37,437	\$81,682	\$530,930	\$4,615,005
Best		\$4,513,000	\$41,369	\$90,260	\$586,690	\$5,099,690

It's clear that the more upfront equity procured through upfront entrance fees significantly reduces principal amount borrowed and interest cost.

*Total Owed = principal + 12 months interest + lender fee

Private Financing – Large Building

Build Quality Scenario	Entrance Fee - % of Unit Construction Cost	Calculated Financing Required	Monthly Interest (11%)	Lender Fee (2%)	Total Cost Over 12 Months	Total Owed*
Good	75%	\$3,001,920	\$27,518	\$60,038	\$390,250	\$3,392,170
Better		\$3,303,780	\$30,285	\$66,076	\$429,491	\$3,733,271
Best		\$3,655,950	\$33,513	\$73,119	\$475,274	\$4,131,224
Good	50%	\$4,002,560	\$36,690	\$80,051	\$520,333	\$4,522,893
Better		\$4,405,040	\$40,380	\$88,101	\$572,655	\$4,977,695
Best		\$4,874,600	\$44,684	\$97,492	\$633,698	\$5,508,298
Good	25%	\$5,003,200	\$45,863	\$100,064	\$650,416	\$5,653,616
Better		\$5,506,300	\$50,474	\$110,126	\$715,819	\$6,222,119
Best		\$6,093,250	\$55,855	\$121,865	\$792,123	\$6,885,373

It's clear that the more upfront equity procured through upfront entrance fees significantly reduces principal amount borrowed and interest cost.

*Total Owed = principal + 12 months interest + lender fee

Reality Check

- Research revealed sourcing private financing is a long process. Charis Village took 7 years to procure project financing.
- To attract private financing, in addition to having a large upfront equity commitment, assurances life lease holders are committed is also probable.
- Larger scale projects (i.e. more units) are more likely to successfully secure private financing.

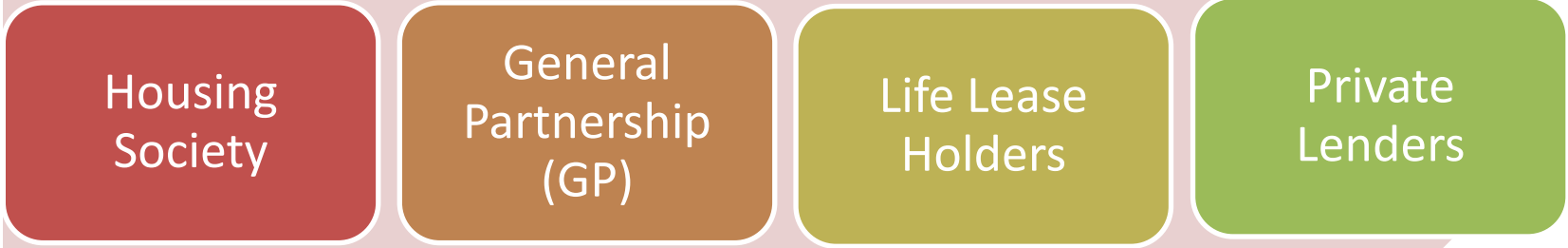


Reality Check

- In addition to uncertainty with respect to sourcing financing, legal structure for a standalone development can be complex.
- Legal vehicles used such as a Housing Society, become complicated to form given the potential stakeholders involved.



Legal Structures used in Life Lease Operations



Housing Society	(General Partner-GP)	Life Lease Holders
Requires 5 or more individuals to incorporate for any non-profit purpose.	Not an incorporated entity, but each partner is jointly & severally liable for the partnership's debts.	Qualify to be members of a Housing Society. However, their membership a potential risk to operations.
The entity holding the legal ownership and obligations of the project.	The GP can be a member of a Housing Society and would be the most likely legal vehicle for a private financing group.	Life lease holders technically can register an interest in the land title. Given the administrative burden this entails, it's best avoided.
As a non-profit, access to more favorable financing should it become available is facilitated.	Care would be required to ensure an equitable GP agreement but also define the GP's function and influence within the Housing Society.	Title registration by life lease holders could be achieved through a partnership structure, where the partnership is registered and be a member of the Housing Society.

Life Lease Project Risk

Risk	Impact
Access to financing	Significant. Private financing arrangements outside of government are always more expensive.
Complicated ownership structure	Multiple legal entities complicate financial compliance and administration.
Occupancy/ stabilization	Life leases are not necessarily an Affordable offering therefore the market is smaller and more difficult to attract.
Economic model risk	Life leases are relatively untested; therefore, modeling has a higher risk of being inaccurate/ unrealizable.
Construction risk	Delays due to securing financing, on design, build quality, etc. increase costs making the project unrealizable.
Regulatory risk	Lack of regulatory environment provides no path for dispute resolution, or established requirements if the project sours.
Economic uncertainty	Current environment is unpredictable creating considerable price uncertainty, inflation, etc.



Opportunities

- The new Federal Government may be more amenable to life lease projects.
- Possible to source capital outside of government programs and more flexible.
- Supports the vision of continuity of care within the Town of Hinton.

Successful Funding Example

From Government of Alberta

Only life lease project discovered to have attained provincial government support.

Three Hills Alberta

Procured \$9.5M capital grant through the **Affordable Housing Partnership Program (AHPP)**

Project Details:

- 16 Lodge units
- 24 Independent Living/ life lease units
- 40 Long Term Care units funded with \$11.5M grant from AHS

Trochu Housing Corporation receives grant for seniors living space

20 May 2024 Written by Pat Kolafa | © DrumhellerMail.com



Alternative Models

- Creation of a mixed model may pave the way to access provincial government programs.
- CMHC's position remains that they will not support life lease projects through their program channels.
- Note: as of this presentation, all CMCH funding is paused until a new federal budget is presented.



CMHC Pivot

- CMHC programs described in the following slides may require the project to re-position as a general Affordable housing offering – not specifically seniors.
- Project size may also have to be re-positioned to qualify for certain programs.



CMHC AFFORDABLE HOUSING FUND (AHF)

What is it?

- Low-cost, long-term, fixed-rate loans for new construction and repair/ renewal of Affordable housing
- Delivered by CMHC under the Affordable Housing Fund (AHF) – it's marquee program.
- Supports creation of **Affordable, energy-efficient, and accessible** housing

Key Features (New Construction):

- Non-profit/ Co-op and Indigenous organizations receive up to 95% of eligible costs.
- Provincial, Territorial and Municipal Governments receive up to 75% of eligible costs.
- Funding includes a **Forgivable Loan**
- **50-year amortization**, fixed-rate interest locked at approval

**Public Sector Developer- A municipality, regional government, housing management body, or government-owned entity (e.g., municipal development corporation) that undertakes development activities—either directly or through a partner—to deliver public benefit projects such as affordable housing.*

Eligibility Criteria:

- Applicants from the community housing sector or government are given preference.
- Must be a proposal for **minimum 5 units**
- At least **20% of units must be Affordable** (below 30% of median renter income)
- Must meet **energy efficiency** (25% better than 2015 NECB)
- Must meet **accessibility** standards (20% of units or universal design)

Other Requirements:

- Non-profit, private, and public-sector developers* are eligible
- Primary use is residential
- Non-residential component must not exceed 30% of gross floor space.
- Affordability and energy covenants must be registered for minimum 20 years

CMHC Apartment Construction Loan Program (ACLP)

What is it?

- Low-cost, long-term, fixed-rate loans for new rental apartment construction
- Delivered by CMHC under the Rental Construction Financing Initiative (RCFi)
- Supports creation of **Affordable, energy-efficient, and accessible** housing

Key Features:

- Insured loan up to **95% Loan-to-Cost (LTC)**
- **50-year amortization**, fixed-rate interest locked at approval
- Construction and take-out financing in one loan
- Interest-only during construction and stabilization (up to 10 years)
- Up to **100% of hard/soft costs** eligible (land, contingency, fees, etc.)

Eligibility Criteria:

- Must be a **purpose-built rental project** (minimum 5 units)
- At least **20% of units must be Affordable** (below 30% of median renter income)
- Must meet **energy efficiency** (25% better than 2015 NECB)
- Must meet **accessibility** standards (20% of units or universal design)
- Strong financial viability (DCR \geq 1.1, no operating subsidies required)

Other Requirements:

- Non-profit, private, and public-sector developers are eligible
- Affordability and energy covenants must be registered for minimum 10 years

About Co-op Housing

Definition as per CHF Canada

An **autonomous association** of persons **united voluntarily** to meet their common **economic, social and cultural** needs and aspirations through a **jointly owned** and **democratically controlled enterprise**.



PHOTOGRAPH OF THIRTEEN OF THE ORIGINAL MEMBERS OF THE ROCHDALE EQUITABLE PIONEERS' SOCIETY.

Seven Cooperative Principles



Autonomy & independence



Democratic member control



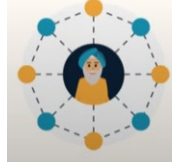
Voluntary & open membership



Economic participation



Education, training & information



Co-operation among coops



Concern for community

Difference between Renting and Living in a Co-op Housing

- Residents are members, not tenants, and have a say in how the co-op is run.
- Monthly payments are housing charges, not rent, and are set to cover operating costs.
- Members sign an Occupancy Agreement with co-op-specific rules, not a standard lease.

CMHC Co-op Housing Program

What is it?

- New federal program (2024 launch) to support non-profit and co-op housing development
- Part of the federal Co-operative Housing Strategy and CMHC's Affordable Housing Plan

Key Features:

- Offers forgivable capital contributions (grants) and low-interest loans
- Aimed at supporting mixed-income cooperative housing developments
- Priority for projects with deep affordability, inclusion, and sustainability
- Preference given to projects with inclusive housing policies (e.g. for seniors, Indigenous, or equity-deserving groups)

Eligibility Criteria:

- New or expanding non-profit housing co-operatives
- Non-profits or municipalities supporting the development of co-op tenure housing through partnerships or facilitation
- Partnerships between developers and co-operators welcome

Other Requirements:

- Must deliver co-operative ownership or governance structure
- At least 30% of units Affordable to incomes below 60% of AMI (Area Median Income)
- No profit distribution; surpluses reinvested into housing
- Projects must include a minimum of 6 units
- Must demonstrate member engagement and long-term viability

CMHC Scenario Testing

The project was re-positioned and tested under the 3 CMHC programs described with outcomes presented in the following slides.

Key Assumptions:

Budget

- Land Cost (*variable*)
- Hard Cost \$350 PSF (*best construction quality*)
- Minimal offsite servicing
- Soft Costs 15%
- Contingency 13%
- Location Factor 15%
- CMHC Loan Forgiveness matches AHPP unit contribution
- No AHPP contribution

Operating/ Other

- Vacancy/ Bad Debt 1.6%
- 50-year Amortization
- Loan Interest Rate 4.6% (*CMHC test rate*)
- Operating costs assume property tax exemption
- Debt-Coverage-Ratio 1.0 (AHF) and 1.1 (ACLP and Co-op)

Alternative Funding Models- Financial Sensitivity Testing

Best Construction Quality | Smaller Square Footage

10 Units Row Town Houses

Smaller Square Footage- Best Construction Quality

	No of Units	Project Budget (excl land)	CMHC Financing Fees	CMHC Loan Contribution	CMHC Forgivable	CMHC %	Owner upfront Equity required	Owner upfront Equity %	Equity Per Unit
CMHC AHF	10	\$ 5,415,600	\$ -	\$ 2,970,264	\$ 707,996	55%	\$ 1,737,340	32%	\$ 173,734
CMHC CO-OP			\$ -	\$ 3,853,260	\$ 750,000	71%	\$ 812,340	15%	\$ 81,234
CMHC ACLP		\$ 5,435,600	\$ 20,000	\$ 5,235,600	\$ -	96%	\$ 200,000	4%	\$ 20,000
Avg Cost per unit		\$ 541,560							

Smaller Square Footage- Best Construction Quality

	Resulting DCR	CMHC Annual Loan Payment	Ongoing Annual Commitment	Net Operating Income	Positive Cashflow	Rents	
						Smaller Floor plan- 1100 sft (5 units)	Larger Floor Plan- 1500 sft (5 units)
CMHC AHF	1.0	\$ 149,906	\$ 50,000	\$ 149,906	\$ -	\$1,447	\$1,592
CMHC CO-OP	1.10	\$ 194,469	\$ 100,000	\$ 218,200	\$ 23,731	\$1,447	\$1,592
CMHC ACLP		\$ 264,234	\$ -	\$ 291,739	\$ 27,505	\$2,500	\$3,100

Rents @MMR (Median Market Rent)
 Rents >110% of MMR(Median Market Rent)
 Rents >30% of Median Income

Alternative Funding Models- Financial Sensitivity Testing

Best Construction Quality | Larger Square Footage

10 Units Row Town Houses

Larger Square Footage- Best Construction Quality

	No of Units	Project Budget (excl land)	CMHC Financing Fees	CMHC Loan Contribution	CMHC Forgivable	CMHC %	Owner upfront Equity required	Owner upfront Equity %	Equity Per Unit
CMHC AHF	10	\$ 6,995,850	\$ -	\$ 3,921,347	\$ 725,125	56%	\$ 2,349,378	34%	\$ 234,938
CMHC CO-OP			\$ -	\$ 5,196,471	\$ 750,000	74%	\$ 1,049,379	15%	\$ 104,938
CMHC ACLP		\$ 7,015,850	\$ 20,000	\$ 5,240,850	\$ -	75%	\$ 1,775,000	25%	\$ 177,500
	Avg Cost per unit	\$ 699,585							

Larger Square Footage- Best Construction Quality

	Resulting DCR	CMHC Annual Loan Payment	Ongoing Annual Commitment	Net Operating Income	Positive Cashflow	Rents	
						Smaller Floor plan- 1100 sft (5 units)	Larger Floor Plan- 1500 sft (5 units)
CMHC AHF	1.0	\$ 197,906	\$ 100,000	\$ 197,906	\$ -	\$1,447	\$1,592
CMHC CO-OP	1.10	\$ 262,260	\$ 175,000	\$ 290,200	\$ 27,940	\$1,447	\$1,592
CMHC ACLP		\$ 264,499	\$ -	\$ 291,739	\$ 27,240	\$2,500	\$3,100

Rents @MMR (Median Market Rent)

Rents >110% of MMR (Median Market Rent)

Rents >30% of Median Income



Observations and Recommendations

Life Lease

- The **life lease model** presents legal, financial, and governance risks — especially in small, rural municipalities without established consumer protections.
- Entrance fee structures and refund obligations introduce uncertainty that may **jeopardize long-term sustainability**.
- Market readiness and demand for life lease housing in Alberta is **currently uncertain**.

Recommendations

- **Do not proceed** with a life lease model at this time.
- Instead, **partner with Evergreen Foundation or similar** to:
 - Develop a **10-unit Affordable townhouse project**
 - Use **CMHC's Apartment Construction Loan Program (ACLP)** for financing and affordability commitments
- **Explore a second site for co-operative housing:**
 - Aligns with resident-led governance
 - Supported by new federal funding (e.g., Co-operative Housing Development Program)
 - Adds long-term, community-owned housing stock

Note: The co-operative structure would be formed and managed by a non-profit organization. The municipality's role would be limited to supporting the process (e.g., land facilitation, planning, or partnerships), not direct involvement in governance or formation.

Potential Next Steps

- Complete the **Housing Needs Assessment** for the Town of Hinton
- Determine the **preferred housing model** (e.g., affordable rental, co-op, mixed model)
- Understand potential **funding sources** and align with application windows
- Workshop findings with relevant stakeholders to:
 - Assess interest and capacity to proceed based on study results
 - Flesh out desired housing form, size, and target resident group
 - Begin preliminary discussions on service programming and delivery
- Plan timing for stakeholder engagement and confirm roles moving forward

Thank You

- Questions & Discussion
- Presented by: Ravi Sunkaranam with support from Derek Weiss & Tara Weiss





TOWN OF HINTON

Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Committee of the Whole Meeting of August 12, 2025
PRESENTED BY: Winston Rossouw, Director of Strategic Projects
SUBMITTED BY: Jordan Panasiuk, Chief Administrative Officer
RE: **CO-OPERATIVE HOUSING BACKGROUND INFORMATION**

Recommended Action

That Committee reach consensus requesting Administration to solicit local parties interested in participating in the establishment of a co-operative housing legal entity.

Background

On June 17, 2025, a Notice of Motion was brought forward by Councillor Race and carried unanimously:

That Council direct Administration to bring back a report on the potential of co-op housing development in Hinton to a future Committee of the Whole Meeting.

Based on the motion of Council, Administration is seeking to provide a foundation of understanding as it pertains to co-operative housing in an urban setting.

The Co-operative Housing Federation of Canada indicates that of the 95,000 co-op housing units in Canada, most of them are in the form of apartment buildings. Reductions in social housing funding provided by government has led to fewer co-ops being developed in the 1980's/1990's compared to when most were built in the 1970's/1980's.

Co-operative housing (Co-op) is a legal entity that owns residential buildings and represents a distinct form of housing tenure. Co-ops are owned by shareholders or non-profit organizations. Some co-ops are equity co-ops where the shares may increase in value over time and you purchase a unit, while most remain non-equity and are focused on providing affordability. Co-ops offer a community-focused, affordable alternative to homeownership, condominiums or rental housing. Co-ops are committed to creating diverse and inclusive communities welcoming members from all walks of life including families, seniors, newcomers to Canada, and individuals with disabilities. More than 90 percent of co-ops in Canada are owned by a non-profit organization that has been established for the purposes of providing affordable housing. This type of housing arrangement is most common in larger urban centres throughout Canada as part of a community housing initiative.

Co-ops are membership-based, where residents purchase a share in the corporation. Co-ops have an intense process for reviewing and approving new resident applications providing all members with the opportunity to select who may live in the co-op. Each shareholder in the co-op is granted the right to occupy one housing unit within the property. Members do not own their individual unit. The members are required to pay for a share in the corporation upon approval and acceptance into the co-op housing. Monthly charges are also applied to each member for the duration of the members' occupancy of a unit within the co-op housing property. The monthly housing charges are for regular maintenance and renovations to the property as well as for building monetary reserves for long-term property management. Some co-ops may receive government funding to subsidize some units within

Written by: Debbi Smith, Strategic Projects Facilitator

Co-operative Housing Background Information

the property based on total household income. The funding grantor will have a funding agreement with the co-op setting out rules for use of the funds.

Co-ops are governed by three pieces of legislation: 1) Cooperatives Act and Regulations (specific by Province), 2) human rights laws (specific by Province) and 3) Principals of Natural Justice. In addition to these requirements by legislation, co-ops develop bylaws, policies and procedures that describe in detail how the corporation will function. Many have elected board members or directors who are accountable for the daily operation of the property, oversee annual budgets, and maintain reserve funds for building maintenance, repairs and renovations.

In Alberta, there are two associations, the Northern Alberta Cooperative Housing Association (NACHA) and the Southern Alberta Cooperative Housing Association (SACHA) that provide general information about the co-ops in their respective regions, the membership requirements and upcoming events such as information sessions for people seeking co-op housing options.

Currently, the Canadian Mortgage Housing Corporation (CMHC) is offering access to forgivable loans and low-interest repayable loans to build rental co-operative housing through non-profit organizations. It is a new program that provides support for the creation of new affordable rental co-operative housing units across Canada. CMHC will fund up to 100% of eligible costs. The program uses a combination of forgivable and repayable loans. Forgivable loans will be the lesser amount of 1) one-third of the total contract amount, or 2) the amount needed for the project to be financially viable. The funding will be committed over 4 years starting in 2024-25. Municipalities are not eligible to apply for this funding opportunity.

Analysis

Comparison with Other Housing Ownership Tenures

Advantages of a Co-operative

Pooling of member resources increases purchasing power, lowering the overall cost per member for services and maintenance.

Decisions in a co-op housing arrangement are made democratically with each resident having a vote. This process results in more community involvement in the operations of the co-op than in other forms of tenure such as condominiums and rental housing.

Disadvantages of a Co-operative

The bylaws or rules that each member must adhere to are often stricter than the rules of living in a condominium or rental arrangement.

Each member of the co-op has more responsibility to ensure the units and property are maintained, that all financial obligations of the co-op are met and that conflict within the membership is minimized.

To remain in good financial standing with the co-op, members are required to maintain a certain net worth to prove they are able to meet ongoing financial obligations. This is not a requirement in any other housing arrangement.

Financing to purchase a share upon becoming a member of the co-op, may be difficult because the member is purchasing a share in a corporation. The share does not provide equity in the overall property as collateral for financing through lending institutes such as banks. The mortgage may be considered high risk making it difficult to secure funding. Co-operatives also may not permit a member to finance the purchase of shares.

Municipal Role in Promoting Co-operative Housing

While municipalities are not eligible to apply directly for CMHC's new co-operative housing program funding, they can play a critical enabling role by supporting eligible non-profit organizations through complementary measures. These may include contributing land (through sale or long-term lease), waiving development fees, or assisting in community engagement and organizational setup. These supports can improve a project's financial viability, strengthening funding applications by eligible non-profit proponents.

Given the complexity of CMHC funding requirements, co-operative governance structures, and municipal land involvement, it is strongly recommended that the municipality seek expert and development advisory services to ensure alignment with program criteria and to minimize long-term risk.

The Non-Profit Organization to Establish a Housing Co-operative

Through community engagement about co-operative housing, the municipality may aid in the discovery of individuals in the community that would like to form the non-profit co-operative. Alternatively, this process may attract an existing non-profit organization that would be interested in establishing co-operative housing in Hinton.

The potential for co-op housing in Hinton, in the future, is possible subject to:

- Federal funding amounts available and any applicable conditions of the funding (i.e. demographics served),
- A newly formed or existing not-for-profit organization seeking to operate and maintain the co-op,
- Options for access to municipal land such as leasing the land to a non-profit or selling the land to either a developer or non-profit organization,
- A partnership formed between a non-profit and the developer to carry out construction and long-term management of the co-op housing.

Implications of Decision

Financial Implications

There are no immediate financial impacts in 2025. However, should Committee choose to proceed with further exploration of co-operative housing opportunities, a funding request may be brought forward in the 2026 budget cycle to support feasibility work, legal formation of a non-profit co-operative, or early-stage project development.

Level of Service Implications

No implication.

Communications/Public Engagement Implications

A public engagement plan may be required depending on the direction from Committee.

Risk/Liability Implications

There is minimal risk associated with a decision to move forward with further investigation of co-operative housing in Hinton.

Legislative Implications

Conforms with:	Yes/No/Partial/NA	Comments
Council's Strategic Plan	Yes	Strategic Priority: Community Services – The Town works to increase

		both the availability, options, and supply of housing.
Municipal Policies or Bylaws	No	Land Use Bylaw 1088 – 20.
Provincial Laws or MGA	N/A	N/A
Other plans or policies	N/A	N/A

Options / Alternatives

1. That Committee reach consensus requesting Administration to solicit local parties interested in participating in the establishment of a co-operative housing legal entity.
2. That Committee reach consensus requesting Administration to bring the Co-operative Housing Background Information report back to a Regular Council meeting, as discussed.
3. That Committee receive the Co-operative Housing Background Information report for information.

Attachment(s)

1. None

July 2025

Chief Administrative Officer Division

Human Resources

Hiring at a Glance:

Total Vacancies:	51
Total Filled:	48
Outstanding:	1
Ave time to fill:	44 days

Strategic Projects

Operating Highlights:

- Boutin Lands: Focus on seniors housing evaluation of best fit model options is currently being explored and evaluated in conjunction with an external housing specialist. In collaboration with the Evergreen Foundation, the Town of Hinton facilitated a successful application to the Sector Transformation Fund for \$35,000.
- Co-operative Housing research and report preparation complete for August 12th, 2025, Committee of the Whole meeting as per the Notice of Motion from Council June 17th, 2025.
- Preparing public communications, in collaboration with the communications team, for the Tuition Assistance Bursary program that is now accepting applications from the community.
- In the early stages of exploring the resource requirements for the development of a data center in the municipality.
- SPT participating in the new Collaborative Learning Stream of the Municipal Climate Change Action Centre (MCCAC) Climate Resilience Capacity Building Program scheduled to begin in October 2025.

Completed and Continuing Projects:

- *Strengthening Resilience to a Changing Climate* project has completed the first draft of the gap analysis and is under final review. Formalization of findings related to climate risks to be finalized in Quarter 3, 2025.
- The *Boutin Lands* initiative remains centered on seniors housing, with plans to finalize a proposed financial model and site plan during the second/third quarter of 2025.
- SPT continues to work with Greensky Sustainability Consulting Inc. on the final report for the Community Energy Conservation Program that also facilitates updates to the Green and Inclusive Community Buildings Program (GICB) grant for the recreation center ice plant.

Statistics:

- None to report for this period



Operating Highlights

Corporate Services Department

Operating Highlights:

- Welcomed our new Legislative Services Coordinator, Melissa DeLorme, on July 14
- Two recipients approved for TransMountain Bursary
- Submitted resolution on 'Increased Eligibility and Funding for the Alberta Affordability Grant for Licensed Child Care Programs' to Alberta Municipalities
- National Drowning Prevention Week communications commended by the Lifesaving Society, and events promoted across their platforms
- Hey Neighbour Hub launched with four engagements
- Alder Park Playground engagement resulted in residents selecting the Twister design for construction.
- Water meter installation communications have begun
- 3 bench advertising locations sold

Completed and Continuing Projects:

- Public communications plan launched for Dr. Duncan Murray Recreation Centre Modernization Vote
- Updated Social Media Policy and Public Participation Policy reviewed and moved forward by Committee of the Whole
- Transitioning from FOIP to new privacy legislation: Access to Information Act and Protection of Privacy Act

Statistics:

June 27 – July 30, 2025

<p>Website: Active website users: 14K Top pages:</p> <ol style="list-style-type: none"> 1. Home Page 2. Accommodations & Camping 3. Search 4. Beaver Boardwalk 5. Rural Renewal Stream 	<p>Facebook: Accounts Reached: 47.8K Followers: 6.1K Top posts by reach:</p> <ol style="list-style-type: none"> 1. Golf Course Lands Development Update 2. Encampments in Hinton 3. Water Meter Installation 4. Canada Day Celebration 5. Rec Centre Modernization Vote on October 20
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Hinton Listens

Total: 70
Closed: 46
Dismissed: 2
Approved to Workorder: 12
Open: 8

Development & Infrastructure Services Department

Operations – Building Department

Operating Highlights:

- Hinton Centre Lease Agreement in effect for August 1, 2025 (for 5 years).
- Pool shutdown planning continues and on track for September shutdown.
- Multiple break-ins at ISB and Parks Satellite locations. Intention vandalism and damage to Hinton Centre and Campground.

Completed and Continuing Projects:

- Arena Boilers replacements underway.
- Arena Netting installed in both Arenas.
- MCCAC funding applications submitted for 2025 RFQs (July grant application was unsuccessful)
- Golf Course HVAC replacement awarded.

Operations – Public Works/Utilities

Operating Highlights:

- Replacement Fleet GPS Tracking devices being installed. To be completed by Sept 1.
- Alley Grading ongoing
- Street Sweeping ongoing
- 1 watermain break repaired (spray park)
- 21 Fire Hydrants repaired.
- Sewer Flushing Ongoing
- Hydrant Flushing ongoing
- Sanitary Sewer CCTV Inspection commenced.

Completed and Continuing Projects:

- Dust Control Completed
- Concrete repairs – completed
- Asphalt repairs – Scheduled for August
- First Round of Street Sweeping completed for entire Town.
- Short line asphalt painting ongoing
- Hydrant Painting underway
- Long Line Painting scheduled for August
- Treated Water Reservoir Cleaning – started/ongoing
- Security fencing at Water Stations Complete

Capital Projects

- **Switzer Drive Road Rehabilitation project:**
 - The project construction is progressing according to the planned schedule. Milling and repaving work is currently underway at the Switzer Drive–Kelley intersection and along the stretch from Swanson to Swan. Paving at the Kelley intersection has been completed, and repaving on Swanson is scheduled to resume after the August long weekend.
 - The streetlight pole replacement project is currently in the design phase. FORTIS is working with their contractor to obtain a quote for the Town's review.
- **Water Meter Installation 2025:**
 - The Town's metering data has been provided to Neptune. Their team has scheduled mobilization from August 6 to August 11, with the large meter survey set to begin after August 6, 2025.
 - Neptune also plans to mail letters to residents as they are starting meter installations the second week of August.
- **Stave Line Wooden Section Replacement:**
 - The design for the water stave wood pipeline has been completed, and the consultant is currently preparing the tender documents. We anticipate that the tender will be issued by the first week of August.
 - Based on discussions with Mondi and the consultant engineer, construction is expected to be completed this year. However, the tie-in of the new pipeline may be deferred if the work cannot be completed during the scheduled Mondi plant shutdown on September 24.
- **Reginal Water Treatment Feasibility Study:**
 - The water treatment study is progressing as scheduled. The Town is currently gathering feedback from stakeholders to ensure their needs and concerns are incorporated into the study.
 - The Town of Edson and Yellowhead County participated in the first round of stakeholder meetings. The Town is now working with Alberta Environment and Parks (AEP) to arrange the next meeting in the coming weeks.
- **Bridge Inspection Program 2025**
 - The 2025 Bridge Inspection Project has been successfully completed, and the inspection reports have been submitted to Alberta Transportation (AT) for inclusion in the Town's bridge records.
 - With this project, the current bridge inspection cycle is now complete. The Town will resume the program in the next scheduled cycle.
- **Tamarack Drive Rehabilitation:**
 - The project scope has been identified, and we are currently finalizing the detailed scope of work. Once completed, we will proceed to request an engineering proposal and cost estimate, and we are anticipating that by late August of this year.
- **Switzer Watermain Rehabilitation Project Substantially Complete**



Operating Highlights

Development Services Area

- Fountain Tire
 - Business owner is actively working on re-landscaping town park land to re-grade and re-seed to native grasses. A fence along the park land will also be constructed to mitigate future encroachments. The business will be temporarily leasing a parcel of land from the Town to the south of their site for storage and parking.

- 176 Cheviot - Reserve Disposal
 - Council voted to remove the reserve designation at the special meeting of Council on July 29th. We will complete this at land titles but the zoning will remain as parks and recreation (P-PRK).

- Council at their July 29 Special Meeting rezoned the following lands to support infill development:
 - 201 MacLeod Avenue rezoned to P-PRK Parks and Recreation District
 - 190 Maurer Drive rezoned to R-S3 Residential Narrow Lot District
 - 117 – 133 and 143 Rowan Street rezoned to C-NOD Urban Node Commercial District

- Development Permit issued for Stripping and Tree Removal for 134 Boutin Avenue for future tiny homes development by the Province for displaced Jasper Seniors.

July 2025

PERMIT #	APPL DATE	CATEGORY	PROPOSED DEVELOPMENT	ROLL #	ADDRESS	LEGAL	PERMIT VALUE	
25-080	7/4/2025	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION	5513400	133 EMERSON DR.	4127TR-33-8	\$0.00	
25-081	7/4/2025	COMMERCIAL	TEMPORARY PERMIT - OUTDOOR EVENT - RIDES, GAMES, CONCESSION	80868800	900 CARMICHAEL LANE	9020385-1-10	\$0.00	
25-082	7/3/2025	RESIDENTIAL	SINGLE DETACHED DWELLING - WITH ATTACHED GARAGE	80939800	123 CRANBERRY CRT.	0828212-2-30	\$524,000.00	
25-083	7/20/2025	RESIDENTIAL	HOME BASED BUSINESS - HOME OCCUPATION - SHORT-TERM RENTAL	3100803	450 WEST RIVER RD.	8622427;3	\$0.00	
25-084	7/18/2025	INSTITUTIONAL	ACCESSORY STRUCTURE - OTHER - ACCESSORY BUILDING TO HOUSE NEW AMMONIA PLANT	1500400	805 SWITZER DR.	1619MC;40;	\$1,737,680.00	
25-085	7/19/2025	RESIDENTIAL	ACCESSORY STRUCTURE - DETACHED GARAGE - WITH PERSONAL STUDIO AND DECK	8004800	113 CHEVIOT DR.	5662RS;9;20	\$160,000.00	
25-086	7/25/2025	COMMERCIAL	CHANGE OF USE - PERSONAL SERVICES RETAIL - TATTOO SHOP	9200401	158-182 PEMBINA AVE.	6615NY;1;14	\$2,000.00	
25-087	7/30/2025	RESIDENTIAL	TREE CLEARING - STRIPPING AND TREE REMOVAL	80780500	134 BOUTIN AVE.	1821997;10;4	\$50,000.00	
25-088	7/30/2025	INSTITUTIONAL	SIGN - FASCIA	8300200	821 SWITZER DR.	5837KS;A	\$200.00	
25-089	7/31/2025	COMMERCIAL	SIGN - PORTABLE - TEMPORARY	9200200	263 GREGG AVE.	6615NY;1;1A	\$1,700.00	
10 Permits Issued in July							Month Total	\$2,475,580.00
69 Permits Issued To Date							2025 Year To Date Total =	\$6,976,283.18

COMMUNITY & PROTECTIVE SERVICES

Family & Community Support Services Branch

Operating Highlights:

- On July 12, FCSS hosted the annual Kids Can Catch event at Kelley's Bathtub, in partnership with Alberta Wildlife, Hinton Search and Rescue, Alberta Conservation Association, Hinton Fish and Game Association, and Trans Mountain Pipeline. The event drew about 250 attendees and was supported by a \$3,000 grant from Alberta Conservation.



- The FCSS Home Support Program saw increased demand in June and July. The new Support Worker addressed the waitlist of 12 and onboarded 5 new clients.
- Hinton FCSS received the full \$50,000 for Year 3 (2025–2026) of the Taking Action Against Elder Abuse project, in partnership with Edson FCSS, Yellowhead County FCSS, and Hinton Employment Learning Place. The funding supports regional mentorship and advocacy for seniors facing elder abuse.
- Hinton Rural Mental Health Action Group launched the Knock, Knock Hey, Neighbour! project, funded by \$20,980 in provincial support. The initiative fosters community connection and has attracted interest from CBC Radio and the Hinton Rotary Club.

Health & Safety Service Unit

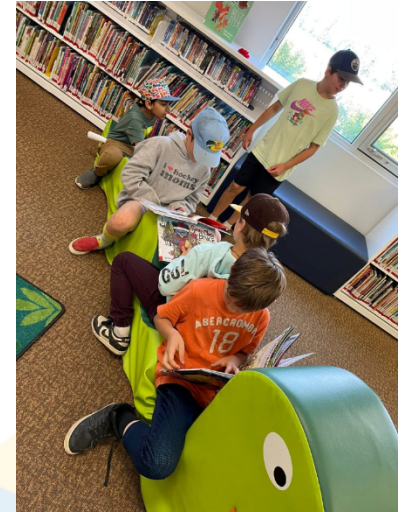
Operating Highlights:

- Alberta OHS's Proactive Municipal Districts, Towns & Villages (MDTV) Inspection Program recently inspected five key Service Areas: Aquatics, Transportation, Public Works, Fire Rescue, and Parks. Minor compliance issues were noted, but no major safety concerns were identified.
- The Town's internal Certificate of Recognition (COR) audit has been submitted to AMHSA for review, with results expected in September.

Library Services Branch

Operating Highlights:

- The Summer Reading Club kicked off in June with a party celebrating this year's theme, Around the World. Weekly SRC Science Kits have been flying off the shelves.
- July's Invertebrate Story Time drew over 50 attendees of all ages for an engaging session featuring staff-owned tarantulas, scorpions, and isopods.
- Our partnership with GYSD's Wellness Navigator continues to thrive, with strong attendance at the 10 programs offered this month.
- Thanks to a 2024 Alberta Wildfire Summer Recovery Grant from the Red Cross, the Library is collaborating with the Hinton Art Club to host open art sessions in August. Participants will express wildfire-related emotions on small canvases, which will form a mosaic mural for display in the library.



Parks, Recreation & Culture Service Branch

Operating Highlights:

- Jr. Hockey Returning to Hinton - An agreement has been reached with the newly established Hinton Canadians of the Alberta Elite Jr. Hockey League (AEJHL).
- On July 20, Hinton stepped in to host the Edson Baseball Tournament (17 teams, 3 championship tiers) after Edson's fields were rained out. Recent upgrades to the Gordon Moore Park fields allowed them to withstand the weather.



- With all the rain, some fields could not be mowed. Parks shifted to vegetation management in some highly visible locations:



Library Before



Library After

Completed and Continuing Operating Projects:

- Ongoing sport field clean-up:
 - GMP, dug outs repaired and repainted, diamonds shale replenished, grass maintenance on-going, track maintenance is on-going, 7 new bleachers placed, 2 more bleachers being built
- Ongoing playground clean-up:
 - Kinsmen Park, sand swept, new playground boarder, on-going clean-up in preparation for Heritage Day
 - Lions Park, weeded, sand added, painting and boarder replacement on-going
 - Erith Park, playground boarder replaced, sand added weeded, outhouse removal to be contracted out
 - Bradwell cleaned-up, new sand, working on seeding
- Homeless Camp Remediation – 18 encampments reported to date:
 - 10 encampments remediated
 - 3 not on Town property
 - 5 encampments not completed (1 still active, 1 not located, 3 scheduled)

Capital Projects:

- Sound Reduction Panels:
 - Merlin Noise Control was awarded the contract to supply and install sound panels, based on SLR Consulting's recommendations. Panels were ordered June 11, delivered in time for early August installation, which will take four days with no court closures. Public communications were issued July 28.

- Erith Park Design Options RFP
 - The RFP was posted on June 23 with a July 21 deadline. *Authenticcity* was selected to deliver two design options—one including housing recommendations—along with public engagement and service level analysis. The project kicks off in early August, with the final report expected in early November 2025 (date TBD).
- Wayfinding Signs
 - RFP closed on June 6, 2025, with no bids.
 - RFQ for the component of the Library posted; strategy is to secure a contractor with a refined scope of work and then potentially negotiate to include the component of the wayfinding signage log replacement.

Protective Services Branch

Operating Highlights:

- Wildland Urban Interface was not deployed in July, but the wildland trailer was (15 days in July)
- Scheduling for Fire Smart home assessments has begun.

Statistics:

- Fire Rescue Calls: 47
 - 16 Alarms
 - 10 Motor Vehicle Collision
 - 2 Motor vehicle fires
 - 7 Encampment fires
 - 6 Mutual Aids
 - 2 gas leaks
 - 2 Plane accidents
 - 2 structure fires
- Total Municipal Enforcement files to date 2025: 956

MUNICIPAL ENFORCEMENT STATS – JULY	#
ENFORCEMENT FILES	200
ENFORCEMENT TICKETS	3
PROVINCIAL TICKETS	5
ANIMAL LICENSES	4
ASSISTANCE TO OTHER AGENCIES	95
FIRE BYLAW INFRACTIONS	7
NUISANCE COMPLAINTS	20
HOMELESS CAMPS	3
TAXI FILES	5
TRAFFIC OFFENCES	27



MTMC Key Messages
Meeting with the Minister – July 25 2025

The Mid-Sized Towns Mayors' Caucus Executive met on July 25 2025 with Minister of Municipal Affairs Dan Williams, Olds-Didsbury-Three Hills MLA, Tara Sawyer, and the Minister's assistant, Carter Moroz.

The Minister spent over one hour in discussion with us, with MLA Sawyer listening in, and the key messages garnered from this meeting are as follows:

- Minister Williams appreciates the opportunity that these meetings present, in our case, a Mayors' Caucus that represents 27 member municipalities with common priorities, one main priority at this time
- Willing to work with us; taking a positive approach to further discussions to hearing solutions and proposals for funding infrastructure, outside of LGFF
- Minister Williams pointed out that this funding conversation involves the Treasury Board, Minister of Finance Nate Horner. Minister Williams will have discussions with Minister Horner to seek answers about possibility of a "working group," if/how that could work with MTMC and the GoA.
- Minister Williams is going to promote MTMC when he meets/speaks with other mid-sized towns elected officials/mayors and offered to host an event where all mid-sized towns are invited



2025-08-07

Nicholas Nissan
Mayor
Hinton, AB

Dear Mayor Nissan,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Hinton.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,


S/Sgt Shiloh FRAGOMENI
Chief of Police
Hinton



RCMP-GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Hinton

Detachment Commander

S/Sgt Shiloh Fragomeni

Report Date

August 7, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Property - Decrease Theft (Property) related files by 5%
Updates and Comments:

Decrease Theft overall: Member ran all theft files from April 1 - June 30 = The total for 5674 was 25 and 1404 was 7. Total for Q1= 31 files theft related

Educate (Oilfield Contacts): Oilfield newsletter sent out to Oilfield Contacts in April 2025. Next one is expected in Aug 2025. Newsletters to be sent out quarterly. Q1 total: 1

Human Sources: The debriefs are high in this quarter as information is being gathered to support drug files as well as information on property theft. Total for Q1 = 36

Oilfield Patrols: The patrols are being recorded on each Daily Occurrence Report (DOR - nightshift and dayshift). This is an easy way for member to record their efforts, for General Investigations Section (GIS) to record which section was patrolled and for accountability to ensure that the patrols are being done. Q1 = 89

Street Checks: Q1 Street Check total: 29//On track to reach 100 Street Checks by end of year//Added street checks to the DOR so the information gathered is being shared with all members and admin staff.





Priority #2: Police / Community Relations - Increase visibility of police

Updates and Comments:

Positive Tickets: Total for this quarter was 30 with a majority handed out in June (21)

Coffee with a Cop: 2 Coffee with a Cop during this quarter. Both at Pine Valley. Topics of discussing was theft and fraud and how they can protect themselves from becoming a victim to either criminal activity. Q1 = 2

Monthly Media Release: April, May and June. Total for Q1 was 3 media releases on the first of each month.

Community Engagements: Numerous Community Engagements were done this quarter especially with the schools and the youth. A total of 18 were completed in this quarter alone.

Priority #3: Traffic - Safer roads - Decrease Injury Collisions by 5%

Updates and Comments:

Decrease Injury Collisions: There were 9 reported injury collision in Q1. This is slightly above the target objective, however there were no fatal collision and none of the injury collisions were major/significant injury collision. So, although the number is high, there severity of the collisions is low.

Traffic through Enforcement: 334 contacts this quarter resulted in 290 violations tickets and 44 warnings. A strong start to the year and puts the detachment in a good position to achieving the target of 1000 contacts.

Traffic through Visibility/Education (Joint Force Operations - JFO's): May Long Weekend was a JFO that yielded many contacts and VT's for various infractions. A focus for the Town of Hinton is the Homeless Camps. JFO done with Fire and Bylaw to check on open fires and deal with the camps. Total JFO's this quarter: 5

Working Group (Community Peace Officers - CPOs): Hinton CPO's have been attending the Wednesday morning meeting regularly since April 1. Total for Q1 is: 13





Community Consultations

Consultation #1

Date	Meeting Type
April 6, 2025	Community Connection
Topics Discussed	
Education Session, Regular reporting information sharing	
Notes/Comments:	
Battle of the Badges (Hinton Fire vs. Hinton RCMP)	

Consultation #2

Date	Meeting Type
April 30, 2025	Community Connection
Topics Discussed	
Education Session, Family Violence, Victim Services	
Notes/Comments:	
Member attended the Volunteer Fair that was held at The Path with Victim Services. The reason for the attending was to speak to the public about VSU and recruit volunteers for VSU.	

Consultation #3

Date	Meeting Type
May 3, 2025	Meeting with Stakeholders
Topics Discussed	
Education Session	
Notes/Comments:	
Mock Disaster Response held in Hinton on Saturday May 3rd and Sunday May 4th. This was a great opportunity to showcase agency cooperation while trying to ensure streamlined communication and effective taskings during a wildfire situation. The Town of Hinton, Hinton RCMP, Hinton Fire, Associated Ambulance, and SAR teams from across Alberta attended this event.	





Consultation #4

Date	Meeting Type
May 3, 2025	Community Connection
Topics Discussed	
Youth, Education Session	
Notes/Comments:	
Go Girl Conference//Recruiting from K Div attended with the assistance of detachment member who hosted groups of females throughout the day to show them what being an RCMP member is like. Great turn out!	

Consultation #5

Date	Meeting Type
May 9, 2025	Community Connection
Topics Discussed	
Education Session, Youth	
Notes/Comments:	
Kids Conference at Mountain Ecole School. Members hosted 4 sessions throughout the day. The first two were for younger kids and all policing equipment was looked at including a police car. In the afternoon, the member set up a mock crime scene and worked their way through investigating the crime using Ident resources.	

Consultation #6

Date	Meeting Type
May 14, 2025	Community Connection
Topics Discussed	
Education Session, Traffic, Youth	
Notes/Comments:	
Youth Info Session at Harry Collinge High School//Attended and completed 4 sessions where the consequences of Impaired Driving were discussed. The "drunk goggles" were used to walk a line as well as recruiting information was provided to a few who attended.	





Consultation #7

Date	Meeting Type
May 26, 2025	Community Connection
Topics Discussed	
Education Session, Regular reporting information sharing	
Notes/Comments:	
Run with a Cop was organized by detachment member. She put an ad in the paper as well as on social media asking those who are interested in a career with the RCMP join members in a run with a cop so that recruiting and a career with the RCMP can be discussed.	

Consultation #8

Date	Meeting Type
June 3, 2025	Meeting with Elected Officials
Topics Discussed	
Education Session, Annual Planning, Traffic	
Notes/Comments:	
Meeting with Hinton Town and Council regarding the Unfreezing of one of the RCMP Positions - attendance during the meeting to support questions – specifically concerning RCMP operations as related to the unfreezing of positions and the utilization of members	

Consultation #9

Date	Meeting Type
June 4, 2025	Community Connection
Topics Discussed	
Education Session, Youth	
Notes/Comments:	
Volunteer Tea at Mountain Ecole School. Member attended and was entertained by the students who were singing for all the volunteers who have come to the school to assist over the school year.	





Consultation #10

Date

June 10, 2025

Meeting Type

Meeting with Stakeholders

Topics Discussed

Education Session, Homelessness

Notes/Comments:

Member met with the Chief Administrative Officer of the Town of Hinton to discuss how to deal with the current Homeless problem. Measures put into place and steps that need to be taken to assist those who are suffering from homelessness.

Consultation #11

Date

June 16, 2025

Meeting Type

Meeting with Stakeholders

Topics Discussed

Regular reporting information sharing, Homelessness

Notes/Comments:

Met with the Working Group from the Town of Hinton to figure out the final stages of the encampment remediation procedure. Understanding what role the RCMP play and how complaints are received and dealt with when RCMP are dispatched.

Consultation #12

Date

June 17, 2025

Meeting Type

Meeting with Stakeholders

Topics Discussed

Education Session, Youth

Notes/Comments:

Crescent Valley Volunteer Tea. Member attended and the student sang for the parents and other volunteers who assisted throughout the year.





Consultation #13

Date	Meeting Type
June 25, 2025	Community Connection
Topics Discussed	
Youth, Annual Planning	
Notes/Comments:	
Mountain Cree High School Grad. Member attended in Serge and was part of the grad presentation in which one person from Mountain Cree graduated high school this year.	

Consultation #14

Date	Meeting Type
June 26, 2025	Community Connection
Topics Discussed	
Education Session, Youth	
Notes/Comments:	
Harry Collinge Grad. Member attended the grad in Red Serge where she led the precession out to their chair, stood and saluted for O Canada and presented the award to the student who was awarded a bursary to attend a Criminology Program at the U of A.	





Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	19	13	2	4
Detachment Support	0	0	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 19 established positions, 13 officers are currently working. Two officers are on special leave (one Medical and one Parental leave). There are four hard vacancies at this time.





Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q1	2025-26 Financial Plan
Detachment Working FTE Levels	12.71 FTE	16.00 FTE	16.00 FTE
Divisionally Pooled Costs (at 100%)	\$ 16,755,716	\$ 79,216,319	\$ 79,216,319
Per Capita Rate (at 100%)	\$ 56,538	\$ 246,857	\$ 246,857
Partner Share of Pooled Costs (at 70%)	\$ 503,022	\$ 2,764,795	\$ 2,764,795
Location-Specific Costs	\$ 26,031	\$ 206,000	\$ 206,000
Total Costs after Final Adjustments (at applicable contract share)	\$ 529,053	\$ 2,970,795	\$ 2,970,795

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with the final Multi-Year Financial Plan (MYFP), which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Quarter 1 invoicing for the 2025-26 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of July.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Note: No revisions have been made to the 2025-26 Financial Plan at Q1.





Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2025-26 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q1	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflect the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q1	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2025-26 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Divisionally Pooled Costs	<p>Reflects the total of all divisionally pooled costs for Alberta municipalities with a population below 15,000. It includes both direct and indirect costs, including but not limited to the cost categories below:</p> <ul style="list-style-type: none"> • Direct Costs: <ul style="list-style-type: none"> ○ Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; ○ Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or ○ Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs. • Indirect Costs: <ul style="list-style-type: none"> ○ Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); ○ Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;





Term	Definition
	<ul style="list-style-type: none"> ○ Common IT services, including management of the Police Records and Occurrence System; ○ Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or ○ Other divisional and regional administration services.
Per Capita Rate	This is an average cost per member rate determined by pooling applicable costs for Alberta municipalities with a population below 15,000 and dividing the total by the combined working FTE level for those same municipalities.
Partner Share of Pooled Costs	Reflects the portion of the pooled costs that the Contract Partner pays.
Location-Specific Costs	<p>Reflects costs that are specific to location and are not included in the pooled per capita rate. These costs may include:</p> <ul style="list-style-type: none"> ● Accommodation-related costs, for space occupied in RCMP-owned buildings; ● Overtime pay; ● Guarding costs (e.g., with the Corps of Commissionaires); ● Isolated Post Allowances; and/or ● Public Service Employee pay.
Total Costs after Final Adjustments	Reflects the total costs of all expenditure categories including any cost adjustments.





Hinton Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	11	3	5	5	25%	0%	-0.4
Other Sexual Offences		0	6	7	2	1	N/A	-50%	-0.2
Assault		34	50	58	24	44	29%	83%	-0.6
Kidnapping/Hostage/Abduction		1	0	1	0	1	0%	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		14	17	22	13	5	-64%	-62%	-2.2
Uttering Threats		16	17	23	13	11	-31%	-15%	-1.4
TOTAL PERSONS		69	101	114	57	67	-3%	18%	-4.8
Break & Enter		15	15	23	16	26	73%	63%	2.3
Theft of Motor Vehicle		10	8	11	8	11	10%	38%	0.2
Theft Over \$5,000		3	1	6	0	0	-100%	N/A	-0.7
Theft Under \$5,000		41	39	69	52	52	27%	0%	3.5
Possn Stn Goods		16	7	20	9	6	-63%	-33%	-1.8
Fraud		17	16	18	19	16	-6%	-16%	0.1
Arson		3	0	3	1	0	-100%	-100%	-0.5
Mischief - Damage To Property		34	33	60	36	38	12%	6%	1.1
Mischief - Other		30	46	72	52	108	260%	108%	16.2
TOTAL PROPERTY		169	165	282	193	257	52%	33%	20.4
Offensive Weapons		9	3	5	4	1	-89%	-75%	-1.5
Disturbing the peace		17	47	53	25	25	47%	0%	-0.6
Fail to Comply & Breaches		30	22	35	33	14	-53%	-58%	-2.1
OTHER CRIMINAL CODE		7	16	16	14	9	29%	-36%	0.2
TOTAL OTHER CRIMINAL CODE		63	88	109	76	49	-22%	-36%	-4.0
TOTAL CRIMINAL CODE		301	354	505	326	373	24%	14%	11.6



Hinton Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	3	5	2	4	-20%	100%	-0.3
Drug Enforcement - Trafficking		5	2	1	4	4	-20%	0%	0.0
Drug Enforcement - Other		1	1	2	0	1	0%	N/A	-0.1
Total Drugs		11	6	8	6	9	-18%	50%	-0.4
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		1	2	1	1	3	200%	200%	0.3
TOTAL FEDERAL		12	8	10	8	12	0%	50%	0.0
Liquor Act		0	2	4	0	0	N/A	N/A	-0.2
Cannabis Act		2	0	1	0	0	-100%	N/A	-0.4
Mental Health Act		48	44	59	34	25	-48%	-26%	-5.6
Other Provincial Stats		66	63	84	54	55	-17%	2%	-3.1
Total Provincial Stats		116	109	148	88	80	-31%	-9%	-9.3
Municipal By-laws Traffic		3	4	2	2	2	-33%	0%	-0.4
Municipal By-laws		34	21	23	26	29	-15%	12%	-0.5
Total Municipal		37	25	25	28	31	-16%	11%	-0.9
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	2	1	0	2	100%	N/A	0.0
Property Damage MVC (Reportable)		23	16	29	16	21	-9%	31%	-0.4
Property Damage MVC (Non Reportable)		3	4	8	7	5	67%	-29%	0.7
TOTAL MVC		27	22	38	23	28	4%	22%	0.3
Roadside Suspension - Alcohol (Prov)		6	8	4	2	2	-67%	0%	-1.4
Roadside Suspension - Drugs (Prov)		0	2	2	0	1	N/A	N/A	0.0
Total Provincial Traffic		383	355	229	134	219	-43%	63%	-54.9
Other Traffic		4	2	0	1	0	-100%	-100%	-0.9
Criminal Code Traffic		16	31	24	8	15	-6%	88%	-2.5
Common Police Activities									
False Alarms		25	18	19	6	22	-12%	267%	-1.8
False/Abandoned 911 Call and 911 Act		16	47	12	17	13	-19%	-24%	-3.6
Suspicious Person/Vehicle/Property		74	88	105	38	34	-54%	-11%	-13.0
Persons Reported Missing		5	10	15	6	5	0%	-17%	-0.4
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		41	65	56	45	50	22%	11%	-0.2
Form 10 (MHA) (Reported)		1	0	2	0	1	0%	N/A	0.0



OFFICE OF THE MAYOR

July 30, 2025

Mayor Nicholas Nissen
Town of Hinton
131 Civic Centre Road - 2nd Floor
Hinton AB T7V 2E5

Dear Mayor Nicholas Nissen and Council,

On behalf of Sturgeon County Council, administration, and our residents, I wish to extend our heartfelt gratitude for your municipality's invaluable support during the recent Redwater Natural Area Fire.

Your swift response and generous contribution of resources, personnel, and expertise were critical in helping us contain the fire and protect our community. The collaboration and solidarity demonstrated by your team exemplify the very best of what it means to be neighbours and partners in public service.

We recognize the sacrifices made by your staff and volunteers, who worked tirelessly alongside our own crews under challenging conditions. Their professionalism and dedication were instrumental in safeguarding lives, property, and our cherished natural environment.

Please convey our thanks to everyone involved from your municipality. We are deeply appreciative of your commitment and friendship, and we look forward to continuing to work together to ensure the safety and well-being of all our communities.

With sincere appreciation,

A handwritten signature in black ink, appearing to read 'Alanna Hnatiw', with a long horizontal flourish extending to the right.

Alanna Hnatiw
Mayor

C: Council, Sturgeon County
Travis Peter, Chief Administrative Officer