



**Town of Hinton
REGULAR MEETING OF COUNCIL
AGENDA**

**Tuesday, May 3, 2016 - 4:00 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta**

**TOWN COUNCIL MISSION
Council serves the interests of our citizens
to enable our community to reach full potential.**

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Regular Council Agenda - May 3, 2016

COUNCIL MINUTES FOR ADOPTION

- 2 - 4 1. Regular Meeting of Council Minutes - April 19, 2016
- 5 - 6 2. Standing Committee of Council Minutes - April 26, 2016

CITIZENS "MINUTE WITH COUNCIL"

- 1.

DELEGATIONS AND PRESENTATIONS

ACTION ITEMS

- 7 - 11 1. 2016 Tax Levy Bylaw #1102 - Presented by Sheila Mckeand

INFORMATION ITEMS

- 12 - 13 1. Council Information Packages #1 and #2 for May 3, 2016

REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)
2. Chief Administrative Officer Report

ADJOURNMENT

1. Call for Adjournment of Meeting



TOWN OF HINTON

Minutes of the Regular Meeting of Council
held April 19, 2016
in Council Chambers

Present:

Mayor Rob Mackin, Councillors Glen Barrow, Dale Currie, Ryan Maguhn, Marcel Michaels, Stuart Taylor, Matthew Young

Also in Attendance:

Mike Schwartz, Chief Administrative Officer, Wendy Jones, Director of Planning & Development, Laura Howarth, Director of Community Services, Gordie Lee, Director of Infrastructure Services

Refer to the Regular Council Meeting Agenda package for [April 19, 2016](#) for detailed background information.

ORDER

Mayor Rob Mackin called the Regular Council meeting to order. The time was 4:08 p.m.

ADOPTION OF AGENDA

CURRIE - That the agenda be adopted as presented.

CARRIED

COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes – April 5, 2016

YOUNG - That the Minutes listed above be approved as presented.

CARRIED

CITIZENS "MINUTE WITH COUNCIL"

Joan Janeczko spoke to council and stated that H₂O Inc. appreciates the community support and sponsorship. The program showed participant growth over the year. Joan also thanked Councillor Currie for his contribution to the community through volunteering and sitting on Council - he will be missed.

Natalie Charlton from the Hinton & District Chamber of Commerce informed Council that they are hosting an event with Minister Joe Ceci on May 3, 2016. Please contact the chamber if you would like to attend.

Morgan Roberts, on behalf of Alberta Northern Rockies Tourism Alliance, personally invited Council and citizens to attend an open house April 28, 2016 from 5:00-7:00 pm at the Visitors Centre on the Green Square.

Initial

DELEGATIONS AND PRESENTATIONS

Junior Achievement Company Program

Emily Young, President of Straight Outta the Hood Apparel provided Council an overview of the company and spoke about junior achievement. It is an 18 week program held outside of school hours. Each member invested \$20 into the company and have created a mission statement, business plan and social media campaign. Mayor Mackin thanked the group for their presentation and indicated he is honoured and proud to have them here.

Hinton RCMP Quarterly Update

Sgt. Todd Gray provided Council with the quarterly report which included staffing and crime statistics.

The 2016 annual performance plan is as follows:

- Traffic – Increase local traffic enforcement
- Crime Reduction – Continue with curfew checks
- Crime Reduction – Monitor local offenders
- Reduce Property Crime – Increase rural patrols

Hinton Grant Funding Advisory Committee

Albert Ostahek and JoAnn Race provided Council with a brief overview of the 2016 Intake #1 funding recommendations.

ACTION ITEMS

1. Hinton Grant Funding Advisory Committee Recommendations

BARROW – That the Town of Hinton one time for crosswalks be taken out of the options and Administration prepare a report and bring it back to Standing Committee by June 28, 2016.

CARRIED

MICHAELS -That Council award Community Grant Program funding for Intake #1 based on Option #1. The note indicated regarding the tent as quoted Number 2 “sell it using the proceeds to purchase new tents. The Town and Wild Mountain Music Festival would then split the remaining shortfall 50/50 not to exceed \$11,500 from the Town”.

CARRIED

2. Alberta Northern Rockies Tourism Alliance

YOUNG - Direct administration to draft a letter of intent for one year of funding to a maximum of \$15,000 to the ANRTA conditional on a minimum of two other communities participation. Should the funding go ahead, a review by administration is to be completed based on the completion of activities listed in the proposal, measurement of the reach and impact to activities, value for money contributed and reduction in Town of Hinton staff time dedicated to tourism marketing initiatives.

CARRIED

Initial

INFORMATION ITEMS

1. Council Information Package #1 and #2 for April 19, 2016

CURRIE - That Council Information Packages #1 and # 2 for April 19, 2016 be accepted for information.

CARRIED

REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

1. Council Reporting (Training/Conferences/CEAC, Listening Teams, All Other Committees)

Councillors reported on the various committees, meetings and activities they attended since the last Regular Council meeting and what they plan on attending in the coming weeks.

MAGUHN - That Administration bring back the Recreation and Parks User Fee Policy #082 to a Standing Committee no later than May 10, 2016.

CARRIED

MACKIN - That Council support the Mayor attending FRI MPB workshop in Grande Prairie on May 10, 2016.

CARRIED

Councillor Michaels left the meeting at 5:48 PM.

2. Chief Administrative Officer Report

Chief Administrative Officer Mike Schwirtz provided an update on administrative matters.

ADJOURNMENT

YOUNG - That the Regular Meeting of Council adjourn.

CARRIED

The time was 6:06 p.m.

Mayor

Chief Administrative Officer

Initial



TOWN OF HINTON

Minutes of the Standing Committee Meeting
held April 26, 2016
Committee Room

Present:

Mayor Rob Mackin, Deputy Mayor Marcel Michaels, Councillors Glen Barrow, Ryan Maguhn, Stuart Taylor, Matthew Young

Also in Attendance:

Mike Schwartz, Chief Administrative Officer, Wendy Jones, Director of Planning & Development, Laura Howarth, Director of Community Services, Gordie Lee, Director of Infrastructure Services

Refer to the Standing Committee Meeting Agenda package for [April 26, 2016](#) for detailed background information.

ORDER

Deputy Mayor Michaels called the Standing Committee meeting to order. The time was 3:58 p.m.

ADOPTION OF AGENDA

There was consensus that the agenda be adopted as presented.

CITIZENS "MINUTE WITH COUNCIL"

No citizens came before Council.

DELEGATIONS AND PRESENTATIONS

There were no delegations before Council.

ACTION AND DISCUSSION ITEMS

1. Recreation & Parks User Fee Policy #082 – Soccer Pitch Fees

Laura Howarth, Director of Community Services, provided a memorandum in response to an April 19, 2016 request from Council.

There was consensus for Administration to bring the Recreation & Parks Policy #082 back to Council incorporating a user fee change to reflect a proportional facility cost.

ADDITIONAL INFORMATION

1. Urgent Matters from Council

There was consensus that Council direct Administration to seek legal opinion on libel, disqualification and censure in regards to Councillor Taylor's recent letter in the media.

2. Chief Administrative Officer Status Report
3. Legislative and Executive Assistant Logistics Information

Initial

MOVE IN CAMERA

YOUNG - That the Standing Committee meeting move in camera.

CARRIED

The time was 4:36 p.m.

BARROW - That Standing Committee meeting revert to regular session.

CARRIED

The time was 5:15 p.m.

There was consensus for Administration to bring the Commercial waste Options report to Standing Committee for further discussion.

ADJOURNMENT

YOUNG - That the Standing Committee meeting adjourn.

CARRIED

The time was 5:20 p.m.

Deputy Mayor

Chief Administrative Officer

Initial



TOWN OF HINTON REQUEST FOR DECISION

DATE: April 29, 2016

TO: **REGULAR MEETING OF COUNCIL OF May 3, 2016**

FROM: Sheila McKeand, Accounting Supervisor

APPROVED BY: Mike Schwartz, Chief Administrative Officer

RE: **2016 Tax Levy Bylaw # 1102**

Recommendation:

1. That Town Council gives Tax Levy Bylaw #1102 First reading;
2. That Town Council gives Tax Levy Bylaw #1102 Second reading;
3. That Town Council gives Tax Levy Bylaw #1102 Unanimous Consent for Third reading;
4. That Town Council gives Tax Levy Bylaw #1102 Third and final reading.

Concluding Statement

The Council approved 2016 budget is \$32,694,645.

The Tax Levy Bylaw also includes the requisitions for the Education Property Tax and the Evergreen Foundation. These amounts are set by the province and the municipality is responsible for the collection and remittance of these requisitions.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/ Partial	Comments
Municipal and Provincial Laws	Yes	In accordance with the Municipal Government Act (353)
Community Sustainability Plan	Yes	Governance - Provides fiscally responsible & accountable leadership.
Council's Strategic Plan	Yes	Economic Strength, Infrastructure – Preservation & Growth
Long Term Capital Plan or Adopted budget	Partial	Taxes are the largest revenue stream to maintain town programs and services and to invest in infrastructure and civic facilities.
Other plans or policies	Yes	Long-term capital plan calls for 1% municipal tax increase for capital. This is the fourth year of the four year planned increase.

Background / Introduction

There are three components to the Tax Levy Bylaw, the Municipal Levy, the Education Property Tax Levy and the Evergreen Foundation levy.

Municipal Levy

This item is before Council to formulate and adopt the annual Tax Levy Bylaw containing revenue and expenditure estimates as required under the Municipal Government Act. The estimates for operational and capital needs are determined through a lengthy process that involves staff and Council and consultation with the citizens. The framework is a mechanism that allows the Town of Hinton to implement programs and services for its residents.

The bylaw uses market value assessments as a basis to calculate levies and tax rates associated with residential and non-residential taxes in the Town of Hinton. The 2016 tax rates are based on assessments as of July 1, 2015. Hinton uses two tax rates referred as tax split rates. In 2016 the residential rate is .0047564 (.0048043 in 2015) and the non-residential rate is .0086566 (.0087439 in 2015). The tax split rate remains at 1.82%. The tax rate is slightly lower than the previous year and the assessed values have been reduced slightly from the previous year. For example a property in Town that had an assessed value in 2015 of \$438,000 had a municipal tax levy of \$2,104.28. In 2016 the assessed value dropped to \$436,000 and the tax levy will be \$2,073.79, for a reduction of \$30.49.

Education Property Tax Levy

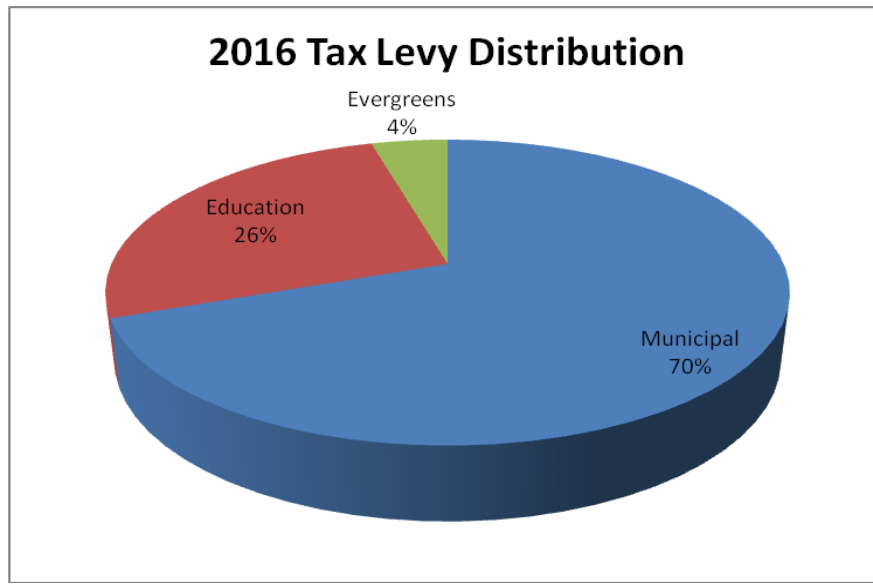
The amount of education property tax requisitioned from municipalities represents 32% of the provincial target operating education costs, which are the same as the previous year. The amount to collect and remit is \$4,341,939.16 plus \$7,468.37 which was under collected last year and needs to be collected this year. The overall decrease from 2015 is \$58,242.47 or 1.3%. In the example above the home assessed at \$438,000 in 2015 paid \$1,099.38 towards the Education Levy and in 2016 where it is assessed at \$436,000 the education Levy will be \$1,083.59, for a reduction of \$15.79 for the education levy.

Evergreen Foundation Levy

The Evergreen Foundation requisition is also collected by the Town on behalf of the Evergreen Foundation. The Evergreen foundation is a regional body serving Edson, Grande Cache, Greenview M.D., Hinton, Jasper, Parkland County and Yellowhead County. The operational component of the requisition is \$218,879.04 in 2016 (\$233,405.29 in 2015). For 2015 an additional capital requisition in the amount of \$496,162.56 (\$215,314 in 2015) is requested for the Parkland Lodge expansion in Edson. Hinton's requisition represents 9.923% (10.77% in 2015) of the total regional request of \$5 million (\$2 million in 2015). Back to the example last year, the Evergreen tax levy was \$81.03 and this year the Evergreen tax levy will be \$169.78. The increase for this property is \$88.75. Last year we held over \$101,035.14 to be collected in a future year, which is still being held over to future years.

The total tax levy for 2016 in comparison to 2015 is broken down as follows:

	<u>2016</u>	<u>2015</u>	<u>Change \$</u>
Municipal Levy	\$11,481,875	\$11,483,603	\$ -1,728
Education Property Levy	\$ 4,349,407	\$ 4,407,650	\$-58,242
Evergreens Foundation Levy	\$ 715,042	\$ 338,941	\$376,101



Options

1. That Council gives Bylaw #1102, all three readings;
2. That Council gives Bylaw #1102 first and second reading and the final reading in two weeks;
3. Refer the bylaw back to Administration for further review.

Administration Assessment of Options and Conclusion

Administration has prepared the Tax Levy Bylaw based on Council's direction and input. The bylaw contains all components (Municipal, Education, Evergreens Foundation requisition) and is ready for adoption by council. Option 1 allows Administration to process the Tax notices and mail them to the residents in a timely manner. Option 2 would still allow Administration to have the Tax notices in the mail before the first of June, any later then Administration would miss that deadline. Option 3 for the Evergreens Foundation, Administration would prepare different rates to choose from. For example if we chose to lower the amount we collect for Evergreens Capital Project to \$286,121 from the \$496,162.56 the Evergreens Tax Levy would be \$119.90. This amount would leave the total tax levy very close to the 2015 tax levy. The difference of \$210,042 would be added to the \$101,035 from last year and then Council would have to make a decision to carry this forward or to apply any surplus at the end of the year towards this shortfall. This does not reduce the amount we pay to Evergreens as the Town would still be responsible to pay the full amount of the requisition. The Housing Reserve has \$426,000 accumulated. Also depending upon the final costs for Evergreens Capital Project the Requisition amount for next year could be the same as this year or possibly as much as \$100,000 higher.

CAO Comments

This Tax levy bylaw collects the requisitions required by Alberta Education and Evergreen (seniors) Foundation (operation and capital) and the budgeted amounts required to support 2016 municipal programs and services.

Administration has presented options for the collection of the Evergreens Foundation levy in an effort to reduce the impact of the significant increase in the Capital option of the levy.

Attachments

1. 2016 Tax Levy Bylaw #1102



**TOWN OF HINTON
BYLAW #1102
A BYLAW TO AUTHORIZE THE RATES OF TAXATION
TO BE LEVIED AGAINST ASSESSABLE PROPERTY
WITHIN THE TOWN OF HINTON FOR THE 2016 TAXATION YEAR**

WHEREAS the Town of Hinton has prepared and adopted detailed estimates of the municipal revenue and expenditures, as required, at the council meeting held on February 16, 2016 **and**

WHEREAS the estimated municipal operating expenditures and transfers set out in the budget for the Town of Hinton total \$32,694,645 and

WHEREAS the requisitions are:

Alberta School Foundation Fund (ASFF)

- Residential/Farmland	\$ 2,490,741
- Non-Residential	\$ 1,462,773
- (Over)/Under Previous Year	<u>\$ 7,468</u>
	\$ 3,960,982

Evergreen Catholic Separate Regional Division #2 (CSRD)

- Residential/Farmland	\$ 331,788
- Non-Residential	\$ 56,638
- (Over)/Under Previous Year	<u>\$ 0</u>
	\$ 388,426

<i>Evergreen Foundation operating</i>	\$ 218,879
<i>Evergreen Foundation capital</i>	<u>\$ 496,163</u>
	\$ 715,042

WHEREAS the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, R.S.A. 2000, c. M-26; and

WHEREAS the Council of the Town of Hinton is required, each year, to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS the assessed value of all taxable property in the Municipality of Hinton in the Province of Alberta as shown on the assessment roll is:

Residential/Farmland	\$1,145,828,310
Non-residential	\$ 435,825,810
Machinery and Equipment	<u>\$ 262,102,500</u>
Total Taxable Assessment (for municipal purposes)	<u>\$1,843,756,620</u>

WHEREAS the estimated municipal operating revenues and transfers from all sources other than taxation is estimated at \$21,212,770 and the balance of \$11,481,875 is to be raised by general municipal taxation **and**

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Hinton, in the Province of Alberta, enacts as follows:

That the Town CAO is hereby authorized to levy the following rates of taxation on the assessed value of all property taxable as shown on the assessment roll of the Town of Hinton:

	Tax levy	Assessment	Tax Rate
General for Municipal Purposes			
- Residential/Farmland	\$ 5,442,885	\$1,145,828,310	.0047564
- Non-Residential	\$ 3,770,073	\$ 435,825,810	.0086566
- Machinery & Equipment	<u>\$ 2,268,917</u>	<u>\$ 262,102,500</u>	.0086566
Total Municipal	\$11,481,875	\$1,843,756,620	
ASSF and CSRD			
- Residential/Farmland	\$ 2,822,529	\$1,138,116,402	.0024853
- Non-residential	<u>\$ 1,519,410</u>	<u>\$ 417,420,462</u>	.0035012
Total ASFF and CSRD	\$ 4,341,939	\$1,555,536,864	
Evergreens Foundation	\$ 715,042	\$1,836,600,420	.0003894

That this bylaw shall take effect on the date of the third and final reading.

Read a first time this day of May, 2016.

Read a second time this day of May, 2016.

Read a third and final time this day of May, 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**Town of Hinton
COUNCIL INFORMATION PACKAGE #1
(April 20, 2016)
In Advance of May 3, 2016 Regular Council Meeting**

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

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|--------|----|---|
| 2 | 1. | AB Government Employment Standards Workshop - Wages at Work |
| 3 | 2. | Letter of Request from Yellowhead Labour Council |
| 4 - 5 | 3. | Alberta Chambers of Commerce - Budget 2016-17 Highlights for Chambers |
| 6 | 4. | FORTIS Alberta Customer Reception |
| 7 | 5. | AB Human Services - Approved Grant Funding |
| 8 | 6. | Hinton & District Chamber of Commerce - Finance Minister Joe Ceci |
| 9 - 10 | 7. | Hinton Victim Support Services Request |

REPORTS & MINUTES FOR INFORMATION



**Town of Hinton
COUNCIL INFORMATION PACKAGE #2
(April 27, 2016)
In Advance of May 3, 2016 Regular Council Meeting**

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PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

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|--------|----|--|
| 2 - 3 | 1. | GYPST Board News |
| 4 | 2. | BRIDGES Anniversary |
| 5 - 6 | 3. | West Fraser Voting Results - Election of Directors |
| 7 - 8 | 4. | Annual Minister's Awards for Municipal Excellence |
| 9 - 35 | 5. | West Fraser 2nd Quarter 2016 Results |

REPORTS & MINUTES FOR INFORMATION