



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

**Tuesday, March 6, 2018 - 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**

**All Council meetings are scent free. Please refrain from  
wearing scented products**

Page

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Regular Council Agenda - March 6, 2018

**COUNCIL MINUTES FOR ADOPTION**

- |        |  |
|--------|--|
| 3 - 7  | 1. Regular Meeting of Council Minutes - February 20, 2018    |
| 8 - 10 | 2. Standing Committee of Council Minutes - February 27, 2018 |

**CITIZENS "MINUTE WITH COUNCIL"**

**DELEGATIONS AND PRESENTATIONS**

- |         |   |
|---------|---|
|         | 1. RCMP Quarterly Review - Presented by S/Sgt Chris Murphy (Verbal)                                   |
| 11 - 15 | 2. Automated Traffic Enforcement Overview Committee Review - Presented by Todd Martens & S/Sgt Murphy |

**ACTION ITEMS**

- |         |  |
|---------|--|
| 16 - 18 | 1. Annual Reporting and 2019 Budget Schedule - Presented by Carla Fox                                |
| 19 - 23 | 2. Performing Arts Venue Project Closeout - Presented by Wendy Jones                                 |
| 24 - 25 | 3. Membership Applications for Hinton Grant Funding Advisory Committee - Presented by Denise Parent  |
|         | 4. Appointment of Interim Chief Administrative Officer - Presented by Mayor Marcel Michaels (Verbal) |

**INFORMATION ITEMS**

- |         |   |
|---------|---|
| 26 - 27 | 1. Council Information Packages #1 and #2 for March 6, 2018 |
|---------|---|



**Town of Hinton  
Regular Meeting of Council  
AGENDA  
March 6, 2018  
Council Chambers**

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**REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER**

1. Council Reporting (Training/Conferences, Committees, Community Events)
2. Chief Administrative Officer Report
3. Administrative Inquiries (Written)

**NOTICES OF MOTION**

**IN CAMERA**

1. Personnel Matter (Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Sections 23 & 24)

**ADJOURNMENT**

1. Call for Adjournment of Meeting

# DRAFT



## TOWN OF HINTON

Minutes of the Regular Meeting of Council  
Held February 20, 2018  
in Council Chambers

### Present:

Mayor Marcel Michaels, Councillors Trevor Haas, Ryan Maguhn, Dewly Nelson, Albert Ostashek, JoAnn Race, Tyler Waugh

### Also in Attendance:

Stephane Labonne, Chief Administrative Officer, Denise Parent, Director of Corporate Services, Laura Howarth, Director of Community Services, Wendy Jones, Director of Planning and Development, Jenna Altrogge, Legislative & Administrative Assistant, Dani Woodman, Senior Development Officer, Lorraine Walker, Planner, Carla Fox, Senior Project Lead, Wendy Anderson, Executive Assistant

***Refer to the Regular Council Meeting Agenda package for [February 20, 2018](#) for detailed background information.***

### ORDER

Mayor Marcel Michaels called the Regular Council meeting to order. The time was 4:00 p.m.

### ADOPTION OF AGENDA

#### **MAGUHN - That the agenda be adopted as amended:**

- Add Action Item #9 - Challenge in the Rockies Correspondence
- Add Action Item #10 – MD 1420 Stop Sign Enforcement portion of ATE Program

**CARRIED**

### COUNCIL MINUTES FOR ADOPTION

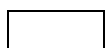
1. Regular Meeting of Council Minutes – February 6, 2018
2. Standing Committee of Council Minutes – February 13, 2018

#### **HAAS - That the Minutes listed above be approved as presented.**

**CARRIED**

### CITIZENS "MINUTE WITH COUNCIL"

Lisa Higgerty, of the Hinton Friendship Centre, came before Council to speak to them regarding a reconciliation event they are arranging. She requested Council's participation in building a beaded dreamcatcher. The beading process will be done with Council prior to an upcoming Standing Committee of Council with the presentation of the dreamcatcher at a later meeting. Details will be finalized with Ms. Higgerty shortly.



## ACTION ITEMS

1. Municipal Development Plan Bylaw Amendment No. 1084-1

**MAGUHN - That Council give Municipal Development Plan Bylaw No. 1084-1 First Reading as presented and appended to this report as Attachment 1.**

**Carried Unanimously**

2. Land Use Bylaw No. 1088-5 Amendment

**HAAS - That Council give Land Use Bylaw No.1088-5 First Reading as presented and appended to this report as Attachment 1.**

**Carried Unanimously**

3. Council Procedure Bylaw No. 1060-6

**NELSON - That Council give first reading to Council Procedure Bylaw #1060-6.**

**Carried Unanimously**

**MAGUHN - That Council give second reading to Council Procedure Bylaw #1060-6.**

**Carried Unanimously**

**WAUGH - That Council give unanimous consent for third reading to Council Procedure Bylaw #1060-6.**

**Carried Unanimously**

**RACE - That Council give third and final reading to Council Procedure Bylaw #1060-6.**

**Carried Unanimously**

4. Hinton Grant Funding Advisory Committee Bylaw #1085-2

**NELSON -That Bylaw #1085-2 is given first reading.**

**Carried Unanimously**

**MAGUHN -That Bylaw #1085-2 is given second reading.**

**Carried Unanimously**

**OSTASHEK -That Bylaw #1085-2 is given unanimous consent for third reading.**

**Carried Unanimously**

**HAAS -That Bylaw #1085-2 is given third and final reading.**

**Carried Unanimously**

5. Community Grant Program Review

**NELSON - That Council approve the changes as directed at the January 30, 2018 Standing Committee Meeting, with effective dates as amended in Attachment #1.**

**Carried Unanimously**

**RACE – That the effective date for the Community Grant Program maximum request of \$10,000 commences for the 2018 Intake #1.**

**Carried 4-3  
For: Waugh, Michaels, Ostashek, Race  
Against: Haas, Maguhn, Nelson**

6. Social Media Use Policy #106 and Social Media Use Guidelines

**NELSON - That Council approve the Social Media Use Policy No. 106 as presented.**

**Carried Unanimously**

**OSTASHEK - That Council approve the Social Media Use Guidelines – Members of Council as presented.**

**Carried Unanimously**

7. Public Transit User Fees

**MAGUHN - That user fees be waived for public transit riders who are Canadian National Institute for the Blind (CNIB) cardholders.**

**Carried 5-2  
For: Haas, Maguhn, Michaels, Nelson, Race  
Against: Waugh, Ostashek**

**OSTASHEK - That Council direct Administration to bring forward a review of Hinton's Public Transit System to the September 10, 2018, Standing Committee Meeting, including an assessment in terms of the fare structure, organizational structure, identification / management of assets, approach to service delivery, and network design. The report should also contain:**

- 1. Research from municipal comparators on their respective fares and public subsidization to operate public transit systems;**
- 2. Analysis of our fare rates, marketing of advertising opportunities, potential changes to service levels, and exploration of other possible efficiencies and strategies to minimize the level of taxpayer subsidization of public transit in Hinton.**
- 3. The implications of implementing any of the potential changes indicated above;**
- 4. Recommendations to address Administration's observations**

**MAGUHN - That the motion on the floor be postponed to the April 3, 2018 Regular Council meeting to allow Administration time to review the workplan timing and use of staff versus external resources.**

**Carried Unanimously**

8. Occupational Health and Safety Coordinator Position

**OSTASHEK - That council support expanding the Occupational Health & Safety Coordinator position to full-time effective as soon as possible.**

**Carried 6-1  
For: Haas, Waugh, Maguhn, Ostashek, Nelson, Race  
Against: Michaels**

9. Challenge in the Rockies Correspondence

**MAGUHN - That Council direct Administration to bring back a comparative report to the March 13, 2018 Standing Committee Meeting of Council regarding Recreation Centre fee scheduling for groups on Stat Holidays.**

**Carried 5-2  
For: Haas, Maguhn, Michaels, Ostashek, Race  
Against: Waugh, Nelson**

10. MD 1420: That the Stop Sign Program remain suspended and the initiation of the red light program remain on hold until Council can discuss the programs with the ATE Oversight Committee in November.

**NELSON - that action item MD-1420 Stop Sign portion of the Automated Traffic Enforcement program be ceased.**

**RACE - That Council postpone the motion until the Provincial Government review of the ATE is released publicly.**

**Motion Defeated 6-1  
For: Race  
Against: Haas, Waugh, Maguhn, Michaels, Ostashek, Nelson**

The original motion was withdrawn.

## INFORMATION ITEMS

1. Council Information Package #1 and #2 for February 20, 2018

**HAAS - That Council Information Packages #1 and #2 for February 20, 2018 accepted for information.**

**Carried Unanimously**

## REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

1. Council Updates (Training, Conferences, Committees, Community Events)

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.

2. Chief Administrative Officer Report

Stephane Labonne, Chief Administrative Officer, provided an update on administrative matters.

3. Administrative Inquiries

There were no Administrative Inquiries.

**NOTICES OF MOTION**

Council did not present any Notices of Motion.

**IN CAMERA**

**OSTASHEK - That the Regular Meeting of Council move In Camera.**

**Carried Unanimously**

The time was 7:00 p.m.

**OSTASHEK - That the Regular Meeting of Council move out of In Camera.**

**Carried Unanimously**

The time was 7:55 p.m.

CAO Recruitment

**NELSON - That Council accept the letter of resignation from CAO Stephane Labonne, dated February 8, 2018.**

**Carried Unanimously**

**RACE - That Council approve the CAO's last day of March 16, 2018.**

**Carried Unanimously**

**OSTASHEK - That Council approve the CAO Recruitment Committee Terms of Reference as presented.**

**Carried Unanimously**

**ADJOURNMENT**

**NELSON - That the Regular Meeting of Council adjourn.**

**CARRIED**

The time was 7:57 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

Initial  
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# DRAFT



## TOWN OF HINTON

Minutes of the Standing Committee Meeting  
held February 27, 2018  
Committee Room

### **Present:**

Mayor Marcel Michaels, Councillors Trevor Haas, Ryan Maguhn, Dewly Nelson, Albert Ostashek, JoAnn Race, Tyler Waugh

### **Also in Attendance:**

Stephane Labonne, Chief Administrative Officer, Denise Parent, Director of Corporate Services, Laura Howarth, Director of Community Services, Wendy Jones, Director of Planning & Development, Emily Olsen, Communications & Strategic Advisor, Carla Fox, Senior Project Lead, Wendy Anderson, Executive Assistant

***Refer to the Standing Committee Meeting Agenda package for [February 27, 2018](#) for detailed background information.***

### **ORDER**

Deputy Mayor Ostashek called the Standing Committee meeting to order. The time was 4:01 p.m.

### **ADOPTION OF AGENDA**

**NELSON - That the Standing Committee Meeting Agenda of February 27, 2018 be accepted:  
Carried Unanimously**

### **CITIZENS "MINUTE WITH COUNCIL"**

Michael Chidlaw spoke to Council on the documentation he received regarding the subdivision of land between Alder Drive and Drinnan Road. Residents were told in the past by Mayor and Council that the land would never be developed. A number of people were present at that meeting and believed the land would be designated park or park reserve.

Administration responded that at this time it is a subdivision request and not a rezoning. Administration is trying to support the landowner and the subdivision is being separated from the parcel of land. Ms. Jones indicated any rezoning would require Council's approval as well as a public hearing. Administration is looking to propose to Council to deem the lands as not developable.

Claire Kovacs, a resident of Drinnan Road, had sent an email to L. Walker regarding the subdivision. She would like to see the Town honour their earlier decision when the land was deemed undevelopable so that it remains as is. Ms. Kovacs indicated there is a great deal more noise with the clearing that has been done within the Town and feels the FireSmarting that has been done is a detriment to the habitat of deer and rabbits.

Initial



Dino Brown, a resident of Drinnan Road, informed Council that he was deemed a steward of the land when Hazel Hart left Hinton. His concern is with the slope from Drinnan Road to Alder Drive which is approximately a 600-foot drop from his home. If this land is developed, infrastructure would be required for Drinnan Road.

## DELEGATIONS AND PRESENTATIONS

### Nature Based Recreation Tourism Committee

Jan Vasbottn spoke to Council about forming a committee for Hinton's Nature Based Recreation Tourism. He envisions a combined committee made up of people from the various groups in the area. Mr. Vasbottn provided Council with information on some of the committees he is/has been involved in and spoke to how these groups can work together for tourism opportunities for visitors which would move towards making Hinton a destination and not a pass-through.

Mr. Vasbottn is requesting help from Council to form this committee and provide administrative support.

## ACTION AND DISCUSSION ITEMS

### 1. 2018 Budget Debrief and 2019 Annual Report & Budget Schedule

**MAGUHN - That Council direct Administration to bring forward the 2019 Annual Reporting and Budget Schedule draft to the March 6, 2018 Regular Council.**

**Consensus Achieved 7-0**

### 2. Hinton Recreation Centre

Deputy Mayor Ostashek called a break at 6:25 p.m. The Standing Committee meeting resumed at 6:39 p.m.

**NELSON - That Council accept the Recreation Centre Feasibility Study as information.**

**Consensus Not Achieved 2-5**

**For: Nelson, Waugh**

**Against: Haas, Maguhn, Ostashek, Michaels, Race**

**MAGUHN - That Council direct Administration to develop a detailed project work implementation plan and budget to be brought forward to the April 10, 2018 Standing Committee meeting.**

**Consensus Achieved 6-1**

**For: Haas, Maguhn, Ostashek, Michaels, Waugh, Race**

**Against: Nelson**

**MICHAELS – that the meeting be extended beyond four hours.**

**Carried Unanimously**

**MICHAELS - That Council direct Administration to arrange a special Recreation Centre meeting prior to April 10, 2018 for the purposes of procedure, next steps, scope of vision.**

Initial

**Consensus Achieved 7-0**

**ADDITIONAL INFORMATION**

1. Urgent Matters from Council
2. Chief Administrative Officer Status Report

**MICHAELS - That the Council Action Pending list be brought to the March 27, 2018 Standing Committee meeting for discussion.**

**Consensus Achieve 7-0**

3. Executive Assistant Logistics Information

**IN CAMERA**

**NELSON - That the Standing Committee Meeting of Council move In Camera.**

**Carried Unanimously**

The time was 8:34 p.m.

**MICHAELS - That the Standing Committee Meeting of Council move out of In Camera.**

**Carried Unanimously**

The time was 11:34 p.m.

**ADJOURNMENT**

**MAGUHN - That the Standing Committee meeting adjourn.**

**Carried Unanimously**

The time was 11:36 p.m.

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Director of Corporate Services

Initial



# Automated Traffic Enforcement (ATE) Oversight Committee 1<sup>st</sup> Quarter Update January – March 2018

Presented By Todd Martens  
Fire Chief / Protective Services Manager and S/SGT Chris Murphy

March 05, 2018 Regular Council Meeting



1

## Committee Membership



- Town of Hinton**
  - Fire Chief / Protective Services Manager
  - Chief Administrative Officer
- RCMP**
  - Staff Sergeant (Detachment Commander)
  - Sergeant Operations
- Oversight Committee Purpose**
  - Manage Program
  - Oversee Day-to-Day operations
  - Direct Contractor



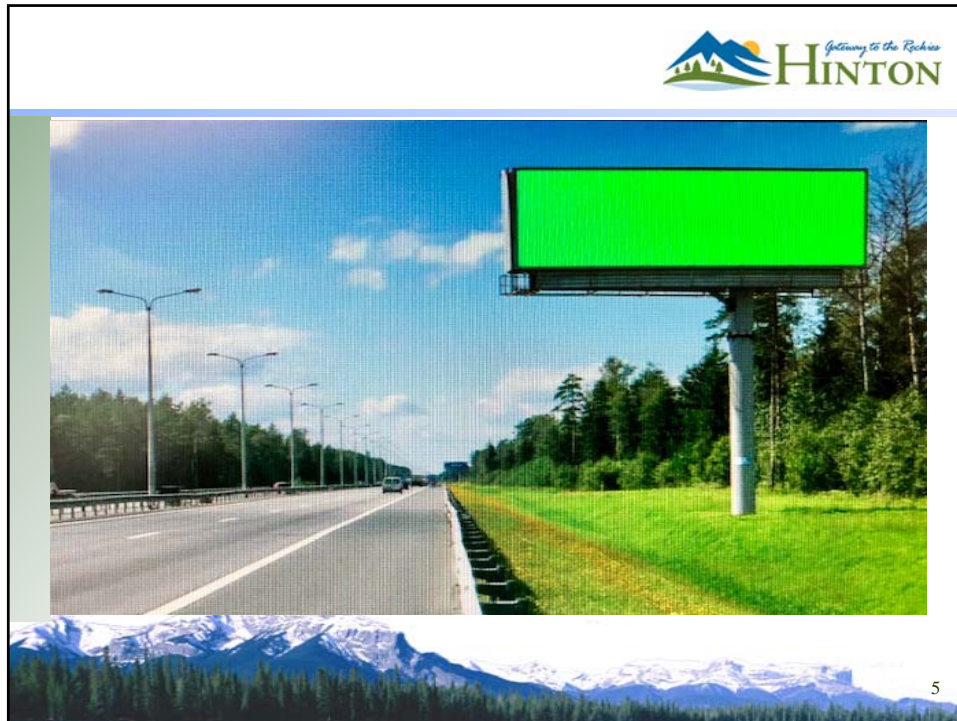
2

## Previous Council Action/Decisions



- Stop Sign/Red Light remains suspended
- Optional ATE signage on the Highway





## 1<sup>st</sup> Quarter Highlights

- **Speed Signs**
- **Red Light Counter Information**
- **Remove Zones / Lower Hours**
- **One Complaint**
- **ATE Policy**



### Hinton ATE Violations per Hour

#### School / Playground Zones

Zone	Location	Violations	Hours	# per Hour	Speed Limit	Avg Speed	Avg Penalty
624	Tamarack Avenue NB at or near Crescent Valley Sch	2	11.33	0.2	30	41.5	\$110.00
626	Hardisty Avenue EB at or near Crescent Valley Sch	0	2.02	0.0	30	0.0	\$0.00
628	Maligne Drive NB at or near Fr. G. Redmond School	0	0.53	0.0	30	0.0	\$0.00
629	McLeod Avenue EB at or near Mountain View Schoo	3	6.07	0.5	30	41.7	\$110.33
630	McLeod Avenue WB at or near Mountain View Scho	4	5.13	0.8	30	42.5	\$113.25
		<b>9</b>	<b>25.08</b>	<b>0.4</b>			

#### Speed Zones

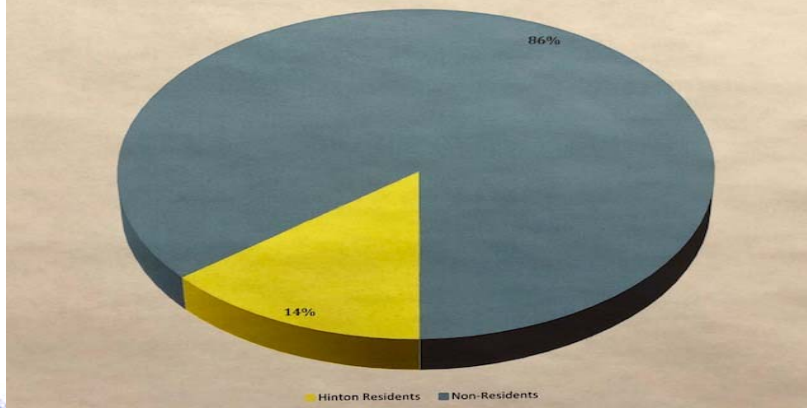
Zone	Location	Violations	Hours	# per Hour	Speed Limit	Avg Speed	Avg Penalty
601	Highway 16 WB at or near Dow Drive	41	42.37	1.0	80	99.4	\$164.05
603	Highway 16 EB at or near Parks West Mall	9	8.80	1.0	70	88.4	\$154.78
605	Highway 16 EB at or near McArdeil Drive	177	43.82	4.0	80	98.1	\$152.11
612	Highway 16 WB at or near Parks West Mall	17	22.85	0.7	70	84.9	\$127.59
619	Switzer Drive WB at or near Hinton Curling Club	7	7.05	1.0	60	75.4	\$130.29
633	Mountain Street WB at or near Maligne Drive	2	7.45	0.3	50	67.5	\$146.50
634	Mountain Street EB at or near Fairfax Drive	3	23.50	0.1	50	63.7	\$117.00
635	Mountain Street WB at or near Seabolt Drive	0	1.03	0.0	50	0.0	\$0.00
637	Mountain Street WB at or near Ceal Square	1	4.00	0.3	50	63.0	\$115.00
638	Mountain Street EB at or near Ceal Square	0	3.50	0.0	50	0.0	\$0.00
		<b>257</b>	<b>164.37</b>	<b>1.6</b>			

**Total Hours Operated**  
 13% in School / Playground Zones  
 87% in Speed Zones  
 0% in Stop Sign / Red Light Zones

**Total Violations**  
 Speed Stop Hours # per Hour  
 266 0 189.45 1.4



### Resident vs. Non-Resident Speed Violations



## Next Steps



- Stop Sign / Red Light Decision
- ATE Policy



9

## QUESTIONS ?



10



# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** February 28<sup>th</sup>, 2018

**TO:** **REGULAR MEETING OF COUNCIL OF MARCH 6<sup>TH</sup>, 2018**

**FROM:** Carla Fox, Senior Project Lead

**APPROVED BY:** Stephane Labonne, Chief Administrative Officer

**RE:** **Annual Reporting and 2019 Budget Schedule**

**Recommendation:**

*That Council approve the Annual Reporting and 2019 Budget Schedule as presented.*

**Concluding Statement**

Administration believes that the Annual Reporting and 2019 Budget Schedule presented, meets all Legislative requirements as well as the needs of Council, Administration and Residents.

**Conformance of recommendation to existing laws and Hinton Council plans**

Conforms with:	Yes/No/Partial	Comments
<b>Municipal and Provincial Laws</b>	Yes	The MGA Sections states in Section 5 Division 3 153 (a) – states that Councillor’s general duties include the consideration and welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality.
<b>Community Sustainability Plan</b>	Yes	The Budget Schedule presented supports the Community Sustainability Plan.
<b>Council’s Strategic Plan</b>	Yes	The Town of Hinton and Members of Council partake in a strategic planning session to set priorities, goals, objectives, and strategic initiatives to ensure that a plan in developed and followed in order to be accountable to its citizens in an open, efficient and financially sound manner.
<b>Long Term Capital Plan or Adopted budget</b>	Yes	The Budget Schedule presented supports the Long Term Capital planning initiative.

**Background / Introduction**

This item is before Council to review and approve an annual reporting and budget deliberation process that will meet the needs of Town Council, Administration and Residents.

During the Standing Committee Meeting held on February 27<sup>th</sup>, 2018 direction was provided to bring forward the Draft Annual Reporting and 2019 Budget Schedule.



Each year Council and Administration participate in a strategic planning and budget deliberation process. This process requires a significant investment of time, which also takes into consideration public engagement opportunities throughout, to ensure a comprehensive and transparent process.

It is the desire of Council and Administration to finalize the budget deliberation process by December and have an approved budget prior to yearend. This timeline commitment allows Administration to move into a new year with an approved operating and capital budget. It is understood that there may be unforeseen circumstance that may affect this timeline, however any significant timeline changes will be presented to Council and every effort will be made by Council and Administration to ensure a timely process.

### **Options**

1. That Council approves the Annual Reporting and 2019 Budget Schedule as presented.
2. That Council amend the Annual Reporting and 2019 Budget Schedule and direct Administration to bring back to the next Regular Meeting of Council.
3. That Council refer the proposed Annual Reporting and 2019 Budget Schedule to a standing committee for further deliberation.

### **Administration Assessment of Options and Conclusion**

This Annual Reporting and 2019 Budget Schedule, supported by Council and Administration, provides clear direction and expectations to guide the planning and budgeting process. The schedule identifies specific public engagement opportunities, Administration preparation time, as well as special Council meetings with achievable timelines. Administration recommends that this schedule be approved as presented.

### **Attachment(s)**

- A. Annual Reporting and 2019 Budget Schedule

## Attachment A

### Annual Reporting and 2019 Budget Schedule

Date	Activity	Responsibility/Meeting
Step 1 (Date may vary depending on year, usually in early Spring)	<b>Strategic Planning Session of Council</b> (Set Strategic Plan in Year 1 of Council term.) (Review Annually over next 3 years of term.)	Council Special Meeting with Administration Support
Feb/March 2018	<b>Administration working on:</b> – Identifying actions for Council’s strategic initiatives.	Administration
April 2018	<b>Strategic Plan</b> – <b>Review</b> of Divisions Action Items, timelines and financial Impact.	Committee Meeting of Council
May 2018 (Beginning)	1) <b>Preliminary budget discussion</b> given by Finance to address: – Impact of Strategic Initiatives, – Services Levels, and – Initiate Four-Year Budget Process 2) Decide what type of <b>public engagement</b> to undertake.	Special Council Meeting
May 2018	<b>Public Consultation</b>	Council with Admin Support
May 2018	<b>Administration Working on:</b> – Recreation Fee Review	Administration/Council
May – August 2018	<b>Division/Department Presentations providing:</b> – Operations & Capital Update – Review Strategic Plan Actions & Impact – Identify Operational & Capital Needs – Service Level Enhancements (Presentations spread over a 3-month period.)	May be held as a Special Council Meeting or Committee Meeting
July- Aug 2018	<b>Administration Working On:</b> Long-term Capital Planning – Start Process – Review Master Plans – Reserve/Funding Strategy (Direction provided by Council’s prev. meetings.)	Administration/Council as Required
August 2018	<b>Administration Working On:</b> <b>1. Capital</b> – Project Business Case <b>2. Service Level</b> – Implement Operational Changes Required <b>3. Property Taxation Implication</b> <b>4. Four-Year Budget Projection</b> (Direction provided by Council’s prev. meetings.)	Administration/Council as Required
October 2018 (Beginning)	<b>Presentations from</b> – Library, Museum, PAV, Chamber of Commerce, Etc.	Council Committee Meeting
October 2018	<b>Administration Develop Draft Budget</b>	Administration
November 2018 (Beginning)	<b>Executive Present Draft Budget</b> – Operational Budget – Capital Budget	Special Council Meeting (May require 2 meetings)
November 2018 (Beginning)	<b>Public Consultation</b>	Special Council Meeting
December 2018	<b>Council Budget Deliberations</b> – Finalize Budget prior to December 31st	Special Council Meeting (May require 2 meetings)
January 2019	<b>Budget Presentation to Public</b>	Administration & Council Meeting
January 2019	<b>2019 Utilities Bylaw</b>	Administration & Council Meeting
April 2019	<b>Financial Statement &amp; Annual Report</b> – Presentation to Council	Administration & Council Meeting
April 2019	<b>2019 Tax Rate Bylaw</b>	Administration & Council Meeting

# REPORT FOR INFORMATION

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**Date:** February 26, 2018

**To:** Regular Meeting of Council of March 6, 2018

**From:** Wendy Jones, Director of Planning and Development

**Approved By:** Stephane Labonne, Chief Administrative Officer

**RE: Performing Arts Venue Project Close Out  
Formerly Operating As the West Fraser Guild Performing Arts Theatre of Hinton**

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At the December 1, 2015, Regular Council Meeting, Council approved advancing the performing arts venue as a full build out costing up to \$6 million, with any shortfall in funding (once grants, sponsorships, community fundraising are maximized) be covered by a 4.5 million debenture.

The Performing Arts Theatre of Hinton (PATH) project was designed, constructed and commissioned to provide:

- a fully functional performing arts venue and cinema while maintaining multi-use space and retractable seating for 162 patrons; and
- construct a separate venue to support the operations of the displaced Potters Guild.

## **Acquisition Approach:**

The Town of Hinton acquired the services of Jen-Col Construction Limited for the structural development of the building envelope. The theatre fit-out was acquired through a number of consultants and providers; Christie Lites, SDR Seating, Digital Edge Media Inc and Stage Door Technical. The procurement of this project was based on an open tender process.

Consulting services for project design and engineering were acquired through:

- ISL Engineering and Land Services – Structural and Civil and Construction Management
- Schick Shiner and Associates Ltd. - Venue's theatre and design requirements and considerations.
- Marshall Tittmore Architects – Venue design, HVAC, Fire Sprinkler and Security Systems.

## **Scope of work:**

The renovation and expansion of the facility included:

- Demolition of portions of the building to prepare for construction.
- Construction of a 2,465 square foot main floor lobby with washrooms and box office.
- Construction of a 753 square foot mezzanine (above the main floor lobby) including a technical booth.
- Construction of a 998 square foot back of house area including 25 feet by 40 feet performance stage with adequate wings and back stage area with dressing/rehearsal room, green room and storage.
- Expansion of the HVAC, fire sprinkler and security systems to encompass the entire cultural hub.

# REPORT FOR INFORMATION

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In addition, the project included a theatre fit-out including the purchase and installation of:

- 162 telescopic retractable seats.
- Acoustic panels and sound, video and lighting equipment.
- Cinema system with a viewing screen.
- Full bar/concession build and fitout.

## **Construction Schedule:**

The Town of Hinton undertook in July 1, 2016 to decant the building in preparation for construction. The construction program was as follows:

### **Performing Arts Venue Renovation and Construction:**

Mobilization August 1, 2016 – Substantial Completion September 2017

### **Potters Studio:**

Mobilization August 21, 2016 -Substantial Completion December 1, 2016

### **Theatre Fit-Out for Performing and Cinema:**

Mobilization June 19, 2017 – Substantial Completion October 2017

## **Scope Changes:**

The following items identify some of the high-level scope changes that allowed the project to be delivered within scope and budget:

### ▪ **Potter's Guild:**

The renovations and rehabilitation of the existing facility could no longer house space for the Potters and a new facility was constructed. The tender's received for the Potter's studio budget exceeded the budget of \$250,000 and Jen-Col Construction was offer a change order to their contract of \$320,000. By offering a change order it found savings of \$90,000 in the prime contract by achieving savings through the use of the same subcontractors for services and materials and use of equipment already on site. Removing scopes of work that became with site superintendent duties, site reviews and evaluations and building inspections.

Additional costs were incurred when ground was broken for the Potter's site (former old Town Hall site), it was discovered that furnishings and original building materials had used to back fill the site prior to placing back dirt.

### ▪ **Utilities:**

The underground utilities were originally planned to be upgraded to support the additional capacity required for washrooms and building use in general. Our findings were that the pipe identified in the as-builts did not hold true to the existing underground alignment. Further excavation was required and alterations were made to the existing design to support the underground alignment. This meant changing out a major valve on the line to support the realignment.

### ▪ **Cinema:**

The Rotary Club of Hinton came forward to be a tenant of the venue to provide cinema to the community of Hinton. Engineering and Theatre Consultation reviewed and design modifications made to construction drawings to confirm that the building envelope coupled with retractable seating already designed and in place could support a projector, film screen and audio system to fit the requirements needed for cinema. The bar concession was also fitted to accommodate a concession.

# REPORT FOR INFORMATION

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- **Fire Suppression and Mechanical:**

In removing the ceilings to install the insulation it was determined that additional areas needed to be addressed in order to meet the Alberta Building code. An inspection of existing mechanical was also found in either need of repair and/or did not meet current Alberta Building code and was replaced as required.

- **Asbestos Abatement:**

Asbestos was found in the building and was removed and disposed to the standards and regulations of the Province.

- **Electrical:**

The theatre fit-out equipment and overall renovations to the facility was designed to install a new transformer and connect the new Potters studio. The Potters studio was ready to be commissioned, however, the new transformer installation was delayed and alternative electrical connections were found to allow the Potter's building to be opened by December 01, 2017.

- **Lobby Feature Wall:**

West Fraser supplied and prepared the lumber sourced from locally grown harvested trees for the feature wall in the main lobby.

- **Guild Electronic Signage:**

Coordination of sign and base with Jen-Col's scope and sub-contractors and eliminating an additional computer for operating the system resulted in savings.

- **Theatre Fit-Out:**

Savings were also achieved through scope change in window covers and removing digital advertising, point of sale software and equipment were eliminated by the Operators as they felt it was too early to determine what would work best for multi-user. The USA currency exchange for the equipment did not have a significant impact as originally anticipated. Signage came in under budget and the electric and concrete base were coordinated with Jen-Col's scope and sub-contractors to achieve savings. The need for additional computer for operating was eliminated. Equipment for the bar/concession area were purchased from one supplier offering a cost savings. The sea cans were pulled from Jen-Col scope and purchased directly to facilitate in on-site storage during the project for when equipment and storing materials – mitigating costs for off-site storage for long periods of time. The venting for the popcorn machine was incorporated into Jen-Col's scope early in the project.

## **Project Close Out Expenses:**

The estimated project budget was \$5,486,637 with total project close out costs at \$5,388,480. Total Project savings resulted in \$98,157. See Attachment 1 for cost project breakdown.

# REPORT FOR INFORMATION



## Project Cash Flow Including - Grants, Contributions, Fund Raising/Sponsorship:

Funding Sources	Cashflow		Total
	2016-2017	2018-2020	
Miscellaneous	1,561		1,561
Sponsorship	311,500		311,500
Donations	93,642		93,642
Gas Tax Fund (GTF) (note 1)	1,041,139	1,408,861	2,450,000
Alberta - CFEP	1,057,388		1,057,388
Canada Cultural Spaces Fund	1,000,000		1,000,000
Yellowhead County	330,559		330,559
Town of Hinton New Infrastructure Reserve	1,552,691	(1,408,861)	143,830
	<b>\$ 5,388,480</b>		<b>\$ 5,388,480</b>

Note 1 - \$2.45M has been approved from GTF in 2016 for the PATH project. The Town receives ~\$520,000 / year and future allocations will be transferred to the Town of Hinton New Infrastructure Reserve to replenish the reserve.

## Sponsorship and Donation Details:

Source	Amount
Take-a-Seat Campaign	\$10,500.00
Donations (Applause, Standing Ovation & Encore)	\$94,641.63
West Fraser Sponsorship	\$300,000.00
Grants: Community Facility Enhancement Program (CFEP) - \$1,000,000 Canada Cultural Spaces Fund (CCSF)- \$1,000,000 *note interest was earned on the funds	\$2,057,387.70
Yellowhead County Contribution under Recreation Sharing Agreement	\$300,000
<b>TOTAL</b>	<b>\$2,762,528</b>

## Operating Model:

The Town of Hinton signed an agreement with the Arts Society of Hinton (ASH) to operate the new Performing Arts of Hinton and the doors were open to the public in October, 2017.

## ATTACHMENTS:

### 1 - Performing Arts Venue Close Out Budget Details

**Attachment 1 – RFI – Performing Arts Theatre of Hinton**

<b>PERFORMING ARTS VENUE AND POTTER'S STUDIO Budget vs Actuals</b>	<b>Estimated Budget Costs (as presented to Council)</b>	<b>Total Costs</b>
<b>Consultants (Architectural, Engineering, Construction Management):</b>		
Concept and Detailed Design and Tender	589,818	
Detail Construction Drawings & Construction Administration:	235,275	
Performing Arts Theatre and Cinema Equipment Fit Out:	72,128	
Operational Model Consultant and Legal Review	15,000	
<b>TOTAL</b>	<b>\$ 912,221</b>	<b>\$ 847,826.97</b>
<b>Construction – Labor, Equipment and Goods:</b>		
Performing Arts Venue – General Contractor Jen-Col Potter's Studio – General Contractor Authorized Change Order	3,101,416 250,000	3,101,416.00 320,000.00 172,404.75
<b>TOTAL</b>	<b>\$3,351,416</b>	<b>\$ 3,593,820.75</b>
<b>Theatre Fit Out Equipment and Installation:</b>	<b>\$ 750,000</b>	<b>\$ 733,071.00</b>
<b>TOH Direct Supply (Equipment, Material, Labour and Contingency):</b>		
Town of Hinton direct supply and contingency (includes items such as window furnishings, communications tower relocation, decanting - moving equipment and furnishings during construction, permits, utility fittings and connections, concession equipment - popcorn maker, USA exchange rate and smaller like items to fit project out)	<b>\$ 243,000</b>	<b>\$ 93,508.44</b>
<b>Digital Sign (two faces) with concrete base</b>	<b>\$ 80,000</b>	<b>\$ 63,055.00</b>
<b>Public Art Policy #90</b> (Budget calculation oversight should have been \$90,000) Verbally Corrected with Council on June 21/2016 – overall budget remained status quo)	<b>\$ 150,000</b>	<b>\$ 57,198.52</b>
<b>Total Costs as at 2017</b>	<b>\$5,486,637</b>	<b>\$ 5,388,480.68</b>
<b>Budget Variance \$98,157</b>		



# TOWN OF HINTON REQUEST FOR DECISION

**DATE:** March 1, 2018

**TO:** **REGULAR MEETING OF COUNCIL OF MARCH 6, 2018**

**FROM:** Jenna Altrogge, Legislative & Administrative Assistant

**REVIEWED BY:** Denise Parent, Director of Corporate Services

**APPROVED BY:** Stephane Labonne, Chief Administrative Officer

**RE:** Membership Applications for Hinton Grant Funding Advisory Committee

**RECOMMENDATION:**

1. *That Deena Fuller, Nancy Robbins, and Peter Wilkinson be appointed to the Hinton Grant Funding Advisory Committee for a one-year term as citizen members.*
2. *That two (2) members for the Hinton Grant Funding Advisory Committee be appointed from the Hinton Municipal Library Board and/or the Community Engagement and Advisory Committee (CEAC) Board for a one-year term.*

**CONCLUDING STATEMENT**

On an annual basis, Council appoints members to the Hinton Grant Funding Advisory Committee (HGFAC) to review and advise council on the grant applications.

**CONFORMANCE OF RECOMMENDATION TO EXISTING LAWS AND HINTON COUNCIL PLANS**

Conforms with:	Yes/No/ Partial	Comments
<b>Municipal and Provincial Laws</b>	YES	Council Procedure Bylaw #1060-6 establishes that Council will make appointments to Boards and Committees.
<b>Community Sustainability Plan</b>	YES	Committees help to ensure implementation of CSP initiatives and support and facilitate achievement of Hinton's goals and visions for a sustainable future. Hinton's board structure supports the good governance pillar in the CSP.
<b>Council's Strategic Plan</b>	YES	Provides for and encourages public engagement and collaborative and transparent communication and feedback with the community in the areas of social well-being and community sustainability initiatives and programs.
<b>Long Term Capital Plan or Adopted budget</b>	N/A	
<b>Other plans or policies</b>	YES	Bylaw #1085-2 requires the appointment of members to the HGFAC.

**BACKGROUND/INTRODUCTIONS**

The HGFAC Bylaw #1085-2 was revised by Council on February 20, 2018 in order to amend section 5 of the bylaw to allow for more than one citizen-at-large to be appointed to the HGFAC. Three applications for citizen-at-large members were received as a result of advertising. As per Council



Procedure Bylaw #1060-6, Council reviewed the applications during an In-Camera Meeting (on February 28, 2018).

Due to the amendments to the HGFAC Bylaw #1085-2, the following is recommended as appointments to the HGFAC:

1. That Deena Fuller, Nancy Robbins, and Peter Wilkinson be appointed to the Hinton Grant Funding Advisory Committee for a one-year term as citizen members.
2. That two (2) members for the Hinton Grant Funding Advisory Committee to be appointed from the Hinton Municipal Library Board and/or the Community Engagement and Advisory (CEAC) Board for a one-year term.

### **Options**

1. Appoint the citizen members as presented and appoint two (2) members from the Hinton Municipal Library board and/or CEAC.
2. Recommend a different composition for the HGFAC.
3. Accept this report for information.



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #1  
(February 21, 2018)  
In Advance of March 6, 2018 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |       |    |  |
|-------|----|--|
| 2 - 5 | 1. | AUMA Letter to Minister of Justice and Solicitor General re. Cannabis Excise Tax |
| 6     | 2. | YRL Board Executive Committee Highlights   |
| 7     | 3. | Scholarship Thank You Note   |
| 8     | 4. | GYPST Board News   |

**REPORTS & MINUTES FOR INFORMATION**



**Town of Hinton**  
**COUNCIL INFORMATION PACKAGE #2**  
**(February 28, 2018)**  
**In Advance of March 6, 2018 Regular Council Meeting**

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**PRIORITY ITEMS**

**CORRESPONDENCE & INFORMATION ITEMS**

- |         |  |
|---------|--|
| 2 - 22  | 1. AHS Recommendations for Municipal Elected Officials and Leaders - Cannabis Legalization |
| 23 - 27 | 2. Paint your Town Yellow - Alberta Cancer Society   |
| 28      | 3. Corporate Sponsorship and Naming Rights Vs Fundraising Information                      |
| 29 - 33 | 4. FCM Spark 1st Edition   |
| 34 - 37 | 5. Alberta Community Crime Prevention Association 2018 Conference                          |
| 38      | 6. Who's Responsible for Designated Manufactured Home (DMH) Parks                          |

**REPORTS & MINUTES FOR INFORMATION**