

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
January 28, 2020 - 4:00 PM
Committee Room, Hinton Government Centre



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

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Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - January 28, 2020

CITIZENS "MINUTE WITH COUNCIL"

DELEGATIONS AND PRESENTATIONS

- 3 1. Challenge in the Rockies - Presented by Bill McDonald
2. Timberwolves - Presented by Dino Buttazoni

ACTION ITEMS

- 4 - 9 1. Timberwolves Junior A Hockey Team Facility Use Agreement Advertising Fee Reduction Request

INFORMATION ITEMS

- 10 - 14 1. Short-term Rental Accommodation Proposed Regulations
- 15 - 18 2. Solid Waste Management Pilot Program
- 19 - 21 3. Split Assessment

ADDITIONAL INFORMATION

- 22 - 27 1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
 - Action Pending List

STANDING COMMITTEE MEETING

Agenda

January 28, 2020

3. Legislative Services Update
4. Executive Assistant Logistics Information

IN CAMERA

1. Water Treatment Plant (Section 16 of FOIP)

ADJOURNMENT

1. Adjournment



The purpose of this delegation is to make a request to council to potentially waive the additional costs of room rental for the meeting room and peoples centre for the week of the CHALLENGE IN THE ROCKIES hockey event.

The rational behind this ask is that this event generates significant revenue for the community and directly to the recreation centre in terms of the amount of ice usage, the number of participants and to the hospitality industry.

The CHALLENGE is aware of the policy of the town in regards to rentals but we believe that with the amount ice usage that this is a reasonable request and will incur little or no additional costs to the town and will assist the CHALLENGE so that this major event will continue in the future.

Challenge in the Rockies Society

780 223 4166

Hintonice@shaw.ca



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee Meeting of January 28, 2020

PRESENTED BY: Emily Olsen, Interim Chief Administrative Officer

RE: **TIMBERWOLVES JUNIOR A HOCKEY TEAM FACILITY USE AGREEMENT
ADVERTISING FEE REDUCTION REQUEST**

Recommended Action

That Committee direct Administration to uphold the current advertising conditions established in the Facility Use Agreement between the Town of Hinton and Hinton Timberwolves Junior A Hockey Team.

Background

Historically, and currently, the Town generates revenue through the sale of advertising space in arena facilities (such as wall, board and in-ice ads) to help minimize taxation support needed to operate the facilities. This revenue stream is managed through the Recreation Administration Office as part of the operating budget and fluctuates between \$9,000 to \$13,000 per year. The Bill Thompson Arena generates most of this revenue as it offers the most exposure for the advertisers (higher number of bleacher seats, higher level / adult activities, and special events than the Steve Hotchkiss Arena).

In approximately 2012, the Hinton Minor Hockey Association (HMHA) engaged in an advertising agreement with the Recreation Department to facilitate the Bill Thompson Arena (BTA) advertising as a service to the facility and a fundraiser for the HMHA. There was an agreement in place for two years such that, in short, the Town was provided with reliable funding to maintain previous and current advertising revenue levels, and the HMHA was able to keep all funds in excess of that to support their non-profit organization.

In 2018, the Wildcats Junior A Hockey Team operated during the 2018/2019 hockey season under a Facility Use Agreement that included advertising rates and conditions that paralleled the previous HMHA agreement. The clause was incorporated at the request of the Wildcats in order to generate revenue for their profit organization. A lump sum fee / rate (Advertising Fee) was established which aligned with past practise / agreements and maintained a sustainable revenue source for the Town.

In May 2019, a two-year Facility Use Agreement was established with the new Hinton Timberwolves Junior A Hockey Team that incorporated the same advertising clause (Attachment 1). At the time it was signed, Mr. Dino Buttazzoni, owner of the Timberwolves, indicated his intent to challenge two sections of the Agreement at a future date: the practice ice user fees and the advertising rate.

- ✓ The practice ice user fee section was amended by motion of Council in October 2019, to “*approve the Standing Committee’s recommendation to amend the Hinton Timberwolves Junior A Hockey Team Facility Use Agreement to incorporate a reduced hourly rental rate for Adult Non-Prime Arena Use by 75% for the 2019/2020 season and 50% for the 2020/2021 season as determined by Committee.*”

Written By: Hans van Klaveren, Parks, Recreation & Culture Manager

Mr. Buttazzoni and Administration have been exploring a re-negotiation of the Advertising Fee section of the existing Agreement but have not been able to reach a resolve or mutually agreed upon outcome. As such, Mr. Buttazzoni expressed his intent to attend the January 28, 2020 Standing Committee of Council as a delegation to request a reduction to the Advertising Fee.

His request is as follows:

- *\$4,000.00 reduction for the 2019/2020 season (instead of the current agreement amount of \$8,000.00); and*
- *\$2,500.00 reduction for the 2020/2021 season (instead of the current agreement amount of \$8,000.00).*

Analysis

Advertising fees are Non-Council Approved Fees as defined in section 5.9 of Policy #082, Recreation and Parks User Fee Policy: “This includes all fees for programs, service fees, equipment use, fees for goods, booking / administrative fees, promotional programs and all other Department approved contracts and agreements.” Administration sets advertising fees in context of the fully negotiated agreement, including, but not limited to, considerations for the following:

- Direct expenses incurred that are both initial and ongoing impacting the arena budget for services related to advertising, particularly in-ice and board advertising, such as:
 - Installation during ice making process
 - Maintenance and cleaning
 - Repairs of Lexan protective cover
 - Storage during non-ice season;
- Existing and long-standing advertising arrangements between the Town and local businesses;
- All ad spots held through the Town-established contracts that are not renewed with the Town will by default become part of the exclusivity clause of the Timberwolves contract;
- Similar previous arrangements with HMHA and the fairness to other non-profit groups. Any deviation from these conditions would warrant and trigger interest from other (non-profit) groups in this revenue generating opportunity; and
- Advertising rates are established in part to align with market conditions and comparable communities and facilities.

2018 Budget Year Impact & Analysis

The Wildcats paid the full \$8,000 Advertising Fee for their 2018/2019 season as required by their Facility Use Agreement and as invoiced by the Town in Fall 2018.

The total advertising revenue budgeted for 2018 was met and accumulated to exceed the 2018 budgeted amount because the budget was set and approved before the Wildcats Agreement was established. While this was a good news item (increased revenue), the additional funds were used to help offset (in part, not in whole) the additional unbudgeted expenses related to accommodating the new team. An increased net deficit for 2018 remained.

2019 Budget Year Impact & Analysis

The Timberwolves have requested an Advertising Fee reduction for the first year of a two-year agreement. The Town invoiced the Timberwolves in 2019 for their \$8,000 Advertising Fee associated with the 2019/2020 hockey season and as agreed upon in their Agreement with the Town. The payment remains outstanding at this time.

This revenue source is a significant factor in achieving the Town's budgeted advertising revenue of \$15,000 for 2019. Town-managed advertising agreements in the SHA and BTA arenas generated \$8,864 for 2019; the outstanding Timberwolves invoice for \$8,000 results in an actual revenue for the Town of \$16,864 for 2019. If the Timberwolves' outstanding 2019 invoice is not paid (in part or in full), any unpaid amount will sit in accounts receivable until such time as it is paid in full or, if directed by Council, will need to be written off; this will be reflected as an increased net deficit for 2019.

2020 Budget Year Impact & Analysis

The Timberwolves have also requested an Advertising Fee reduction for the second year of a two-year agreement. The proposed 2020 Budget of \$15,300 reflected the terms of the current agreement anticipated (full \$8,000 fee); the interim 2020 Budget also reflects the current agreement (full \$8,000 fee). Because the final 2020 Budget has not been approved by Council, any changes to the second year of the Timberwolves Agreement would be reflected in the budget as an increased net deficit supported by taxation.

2021 Budget Year Impact & Analysis

The current Timberwolves Agreement will expire on July 31, 2021. A new agreement will be negotiated for their 2021/2022+ hockey season(s); it will specify what, if any, conditions will be established for advertising revenue opportunities.

As Council moves to a three-year operating budget approval process, the proposed 2020 – 2022 Budget will reflect the assumption of a continued agreement with the Timberwolves, using no less than the current Advertising Fee rate, unless otherwise directed by Council.

Impact to Timberwolves

Reducing the advertising fees for the Timberwolves in the amount(s) they have requested will result in a \$6,500 savings for the team over the duration of the two-year agreement. Altering the Advertising Fee should also include a direction from Council regarding the date/year/season the change would be applied so that the 2019 write-off process can be initiated and/or the 2020 proposed budget can be amended. Savings for the team will positively affect their budget and operations.

Implications of Decision

| Financial Implications | |
|-----------------------------|--|
| Items | Comments |
| Operating Cost/Implications | <ul style="list-style-type: none"> ○ Upholding the agreement will prevent a \$4,000 loss in 2019 and a further \$2,500 loss in 2020 |
| Capital Cost | <ul style="list-style-type: none"> ○ \$0 |
| Budget Revenue | <ul style="list-style-type: none"> ○ 2019 = \$8,000 and proposed 2020 = \$ 8,000 |
| Source of Funds | <ul style="list-style-type: none"> ○ Hinton Timberwolves Agreement |
| Unbudgeted Costs | <ul style="list-style-type: none"> ○ Revenue loss if agreement is not upheld |

Public Engagement

- N/A

Communications

- N/A

Risk / Liability

- If a reduction to the current advertising fee is applied, the 2019 yearend and the 2020 operating budget will be under varying degrees of stress (depending on the amount of reduction) with no option to recover lost revenue other than as a write-off for 2019 and through increased taxation for 2020.
- If a discount is awarded, there may be inquiries from the public, as well from other user groups who a) did not receive similar discounts at the time they engaged in similar advertising agreements, or b) who would have engaged in an agreement had a similar (reduced) Advertising Fee been offered.

| Legislative Implications | | |
|--------------------------------------|-----------------------|-----------------|
| Conforms with: | Yes/No/Partial | Comments |
| Council's Strategic Plan | N/A | |
| Community Sustainability Plan | N/A | |
| Municipal Policies or Bylaws | N/A | |
| Provincial Laws or MGA | N/A | |
| Other plans or policies | N/A | |

Options / Alternatives

The options are:

1. *That Committee direct Administration to uphold the current advertising conditions established in the Facility Use Agreement between the Town of Hinton and Hinton Timberwolves Junior A Hockey Team.*
2. *That Committee recommend Council approve an amendment to sections 12.1.1. and 12.1.2. of the Facility Use Agreement between the Town of Hinton and Hinton Timberwolves Junior A Hockey Team to reflect a reduction to the Advertising Fee from \$8,000 per year to:*
 - a. *\$4,000.00 for the 2019/2020 season (specifically a reduction of \$4,000.00); and*
 - b. *\$5,500.00 for the 2020/2021 season (specifically a reduction of \$2,500.00).*
3. *That Committee recommend Council approve an amendment to sections 12.1.1 and 12.1.2. of the Facility Use Agreement between the Town of Hinton and Hinton Timberwolves Junior A Hockey Team to reflect a reduction to the Advertising Fee from \$8,000 per year to an amount and for a season as amended by Committee.*

Attachment(s)

1. Section 12* of the Hinton Timberwolves Junior A Hockey Team Facility Use Agreement

***Reference:** The full Hinton Timberwolves Junior A Hockey Team Facility Use Agreement is available through the following [link](#):

12. ADVERTISING

- 12.1 The Team holds exclusive advertising rights within the Facility, including but not limited to all entryways and common areas, rink boards, the Designated Ice Surface, and score clock, subject to specifications provided herein:
- 12.1.1 The Team has exclusive advertising rights for a two (2) year term until July 31, 2021 at rate of sixteen thousand dollars (\$16,000) plus GST;
 - 12.1.2 An annual payment of eight thousand dollars (\$8,000) plus OST will be made to the Landlord, no later than July 1 of each year;
 - 12.1.3 The Team is entitled to rent out advertising spaces as space permits and under the regulations in this agreement for a term not exceeding the duration of this agreement;
 - 12.1.4 The Team is entitled to all vacant board and wall advertising spaces;
 - 12.1.5 The Landlord's Town of Hinton in-ice logo is exempt from this agreement;
 - 12.1.6 The Team agrees that the existing advertising agreements between the Landlord and other third parties will be honored for the duration of their set terms and the space related to such contracts and the right for advertisement is excluded from this agreement between the Team and the Landlord;
 - 12.1.7 Wall and board space that becomes available due to existing third parties who do not wish to renew their Advertising Agreement with the Landlord will become part of the Advertising Agreement between the Team and the Landlord;
 - 12.1.8 The Team may use any additional space in the Facility provided that they do not impede the safety and unhindered use of the Facility by its patrons and that they have pre-approval from the Landlord;
 - 12.1.9 In the event that the Team chooses not to exercise their advertising rights in part or in whole, the Recreation Administration Supervisor or delegate must be informed no later than March 1 of each year;
 - 12.1.10 The Team understands that, on occasion, their advertising panel may be obscured from view as a result of darkened lighting, draping, temporary structures, alternate advertising as required by event sponsors, and/or other obstructions present in the facility;
 - 12.1.11 The Landlord agrees to keep the advertising panel in clean condition. In the event of damage to the cover, the Landlord must replace the panel at their expense. Fee for maintenance/cleaning of the boards is included in the yearly rental fee;

- 12.1.12 The Landlord must install the ice advertisements where designated space for The Team is agreed upon and agreement in this regard will not be unreasonably withheld;
- 12.1.13 All ice mesh advertising proofs for the Designated Ice Surface must be Submitted to the Recreation Administration Supervisor, or delegate, no later than July 15 of each year;
- 12.1.14 All ice mesh must be received before August 1 of each year in order to be Installed within the ice surface;
- 12.1.15 Production of the ads is the responsibility of the Team, however a proof must be shown to the Recreation Administration Supervisor or delegate prior to final production. Failure to do so will result in the ad not being placed. Advertisements must be professionally designed for installation;
- 12.1.16 The Team is responsible for all costs should their advertising mesh/sign need to be replaced due to age, wear and tear, printing error or requested changes
- 12.1.17 Arena advertising cannot be monopolized by a single company or organization. No single company or organization will have more than two (2) adjoining ad spaces;
- 12.1.18 In the event of a change in the name of the business, logo or other Information appearing on an advertisement, all costs of changing the sign must be borne by the Team:
- a. The Landlord will be responsible for the installation process, and
 - b. No changes will be made to in-ice advertising once it is installed;
- 12.1.19 The advertising signs remain the property of the Team;
- 12.1.20 The in-ice advertising mesh will remain the property of the Team, and the Landlord will store the mesh during floor season;
- 12.1.21 The Team hereby acknowledges the Facility may have non-competition Agreements with food and beverage suppliers and agrees to not display advertisements in the Facility for competitors while this agreement is in effect;
- 12.1.22 Any online, broadcasting, and television rights related to the activities of the Team must be the exclusive property of the Team including all revenue generated from such advertising; and
- 12.1.23 All advertising must be in compliance with the Canadian Code of Advertising Standards.



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee Meeting Date, January 28, 2020

PRESENTED BY: Emily Olsen, Interim Chief Administrative Officer

RE: **SHORT-TERM RENTAL ACCOMMODATION PROPOSED REGULATIONS**

Recommended Action

That Council accept this Short-term Rental Accommodation Proposed Regulations Report for information.

Background

On October 8, 2019 Council provided direction to Administration “to bring forward options for Short-term Rental Accommodation regulations for potential implementation with the Land Use Bylaw amendments expected in January 2020.”

Analysis

Research into Short-term Rental (STR) Accommodations has identified the following rationale for regulating this land use to manage:

- The displacement of affordable and accessible housing;
- Nuisance to surrounding residents while protecting public health and safety;
- The level of competitiveness with other commercial short-term rental accommodations;
- Collection of appropriate municipal taxes and tourism levies, such as: increased property taxes, licensing fees, and Alberta Hotel Tax; and
- The licensing of short-term rental accommodations as any other business in the community regulating the use under the Land Use Bylaw to control location and impacts of the use.

Implications of Decision

| Financial Implications | |
|-----------------------------|--|
| Items | Comments |
| Operating Cost/Implications | To be determined - dependant on staffing hours required to manage any regulations developed. |

| | |
|---|---|
| | Revenue from fines or additional licensing or tax requirements may be collected depending on any regulations developed. |
| Capital Cost | Capital cost for equipment would be required if additional enforcement staff were hired. |
| Budget Available | n/a |
| Source of Funds <ul style="list-style-type: none"> ○ Budgeted Amount ○ Grants (successful/unsuccessful) | Any actions to implement would come from budgeted salaries for staffing hours. |
| Unbudgeted Costs <ul style="list-style-type: none"> ○ Options for where to acquire the necessary funds | Any additional staff required to enforce or regulate short-term rentals would come from taxation. |

Level of Service Implications

- Decisions to develop municipal regulations may cause impacts to administrative hours required to manage and enforce those regulations.

Public Engagement

- Council may direct administration to undertake any applicable public engagement they deem necessary to support their decision, as per the Public Participation Policy.

Communications

- Any new or revised regulations or bylaws will be communicated to the public through the appropriate communications methods.

Risk / Liability

- STR accommodations pose a risk to the availability of rental accommodations to house residents in Hinton;
- STR accommodations also impact neighbourhoods through transient populations, parking, and other nuisances;
- The travelling public's needs are changing and STR accommodations provide an economical way to visit and explore an area; and
- This report provides further detail to the impacts, both positive and negative, to STR accommodations in a community.

| Legislative Implications | | |
|--------------------------------------|----------------|--|
| Conforms with: | Yes/No/Partial | Comments |
| Council's Strategic Plan | Yes | Goal 1 Objective 1.1 Strategically develop and diversify Hinton's economy; and KS 1.1.4 Promote tourism focusing on Hinton as an adventure destination. Mission: Making decisions to meet the needs of the present without compromising the long-term viability of Hinton. |
| Community Sustainability Plan | Yes | Theme 4: Local Economy - Short-term Rentals will become part of a diverse, balanced and vibrant economy by bringing tourists to Town. |
| Municipal Policies or Bylaws | Yes | Land Use Bylaw No. 1088 Nuisance Bylaw No. 1101 |

| | | |
|--------------------------------|----|--|
| Provincial Laws or MGA | No | |
| Other plans or policies | No | |

Current Situation:

The Town of Hinton currently shows (as of January 7, 2020), on the Airbnb website, a total of seventy-four (74) rental units, up from thirty-seven (37) listed in January 2019. This is an increase of 200% in one (1) year.

Review of Other Jurisdictions:

Administration reviewed a number of municipalities to understand the approach and regulations being used to manage short-term rental accommodation.

Following are examples of current regulations found in other municipalities.

City of Edmonton requires:

- Development Permit and Business License (form of Bed and Breakfast operation);
- The host may provide temporary accommodations for up to two (2) individual guest rooms, with or without meals;
- May require a Building Permit also if any residential construction is done inside the home to accommodate a short-term rental unit, such as adding a new bedroom or finishing a basement;
- Must be respectful of their neighbours;
- Parking on the property or on the street. Public streets are a shared resource that all residents and guests have access to (must adhere to parking requirements that are under the jurisdiction of Bylaw Officers);
- Must consider waste and recycling pickup; and
- Property must be kept in good repair and maintenance.

City of Kelowna, BC requires:

- Development Permit and Business License as per their *Short-term Rental Accommodation Business Licence & Regulation Bylaw No. 11720*;
- Limits the number of sleeping units used for STR accommodation;
- Not permitted in a secondary suite or in combination with a Bed & Breakfast; and
- Must abide by six (6) separate Bylaws (Fire & Safety, Good Neighbour, Short-term Rental Accommodation & Business Licence Regulation, Traffic Bylaw - parking regulations, zoning bylaw - specific use regulations, and parking and loading regulations).

Town of Canmore requires:

- Development Permit and Business License;

- STRs are defined as Tourist Homes and are allowed in specific zoning districts only; these are mostly commercial and mixed-use areas (some of these areas include only certain buildings or locations), resulting in very few residential areas zoned for the operation of Tourist Homes;
- Tourist Homes may be used by the owner for vacation rentals or as a permanent residence; and
- If a residence is used for vacation rentals, the owner pays a higher property tax (approximately triple the residential rate).

Administration has contacted the Town of Canmore to see how their regulations are working and to provide information as to how this issue is managed. Administration is awaiting their response.

Municipality of Jasper requires:

- Membership in *Jasper Home Accommodation Association*;
- Development Permit from *Parks Canada*
- Business License from the Municipality of Jasper;
- Homes must meet building code, fire code, and health and safety standards; and
- Inspections are carried out by *Parks Canada*.

Implications of Implementation Actions:

In reviewing and discussing short-term rental accommodation in Hinton, Council may consider the following actions:

- The specific use category of Short-term Rental Accommodation is currently not defined in the Land Use Bylaw. The LUB requires amendment to define the use and establish regulations to manage the use;
 - After an LUB amendment, require all short-term rental accommodations to obtain a Development Permit and potentially a letter of support from adjacent neighbours;
- An amendment to the Business License Bylaw to license short-term rental accommodations;
- An assessment of STR accommodation to determine if their properties should be reassessed and taxed to have the rental unit assessed as commercial rental accommodations, with additional resources potentially required to assess these properties;
- A determination on whether the owner must reside in the same home as the short-term rental accommodation unit;

If Council provides direction on any of the above actions, it is important to note that:

- The Town has limited resources to actively monitor and enforce the Business License Bylaw, and/or the LUB for compliance issues and/or complaints. Presently, enforcement action is only carried out on a complaint basis; and

- The Town is currently not an accredited safety codes authority for building, plumbing, gas, and electrical, and therefore cannot enforce the safe construction of short-term rental accommodations, as the Town relies on Alberta Health Services for public health inspections.

Summary and Conclusion:

A number of Alberta and tourist communities regulate STR Accommodations to control the location and operation of the units. Municipalities generally cite health and safety as the primary rationale for regulating this land use. A secondary reason for controlling this use is to address resident concerns of nuisances such as noise, parking, and maintenance.

If Council determines there is a demonstrated need to regulate STR Accommodations, the Town will need to amend the Land Use Bylaw, Business License Bylaw, and provide resources to operationalize and enforce the regulations.

Administration respectfully submits this report for information.

Options / Alternatives

1. Council accept this Short-term Rental Accommodation proposed regulations report for information.
2. Council refers this Short-term Rental Accommodation proposed regulations report back to a Standing Committee Meeting for further review, discussion, and direction to Administration.

Attachment(s)



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee of January 28, 2020
FROM: Emily Olsen, Interim Chief Administrative Officer
RE: **SOLID WASTE MANAGEMENT PILOT PROGRAM**

Recommended Action

That Council accept the Solid Waste Management Pilot Program report for information.

Background

Changes to the current waste collection system have been discussed with Council for several years. In May 2017 a report was brought to Standing Committee with various options to improve the collection of Commercial Waste. With commercial waste causing the most damage to equipment, Administration recommended addressing commercial waste first as minor changes to the residential waste, would then be more manageable.

At the May 9, 2017 Standing Committee Meeting, the following motion was passed:

Bring Options # 3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/2017 Standing Committee meeting.

In early 2018 Administration notified Council that any changes to the waste collection system would be postponed until the West Yellowhead Regional Landfill Authority concluded with their five (5) year operations plan as it may influence which operating model options the Town may create.

At this time, the solid waste collection system is at a crossroads. The current service delivery model will require significant capital investment and ongoing operating dollars to maintain. This creates an opportunity to review options to modernize the solid waste management system, including service levels and user fees.

Administration has researched potential options to the residential solid waste management practices that can be implemented through a phased approach. A pilot program will take place early in 2020 with full implementation to be approved through the 2020 Budget process.

Analysis

Improvements to the waste collection system towards a system that is cost effective and common among many municipalities across Canada is prudent. The Pilot Program would begin after a full public engagement and communications plan and allow Administration to troubleshoot any issues prior to undertaking a full implementation of a new system for residential waste collection.

The current status of waste collection:

- There are currently only four (4) spare residential black bins in Town inventory.
- 2019 budget resources were completely spent with only ten (10) blue commercial bins being ordered throughout the year and 100 black bins ordered (used as replacements on failed bins in 2019 as per the budget). This number did not include the black residential bins the Town had left in stock at the end of 2018.
- Black and blue garbage bins take 2-4 months on average to receive once ordered as they are a custom order product that is becoming obsolete in the market. The bins must be assembled with the lids, lifting bars and wheels by the Town once they arrive on site.
- No extra blue or black bins were ordered towards the end of 2019, which related to the 2019 budget being fully used by purchasing of bins throughout the year and conversations about upgrading to a more modern garbage collection system.
- The latest cost of residential black bins was \$ 530 per bin plus assembly and the Town is billing the homeowner back at \$ 600 per bin to recoup costs of assembly and delivery.

Highlights of proposed waste collection pilot program:

- A change from our current custom bins of 144 gallon bin to a 96 gallon Toter bin (33% smaller capacity) would reduce our current costs of \$530 for an unassembled black bin, high maintenance with no warranty, to \$ 75 for a Toter brand bin which will have 12 years warranty and require no assembly and virtually no maintenance in comparison.
- Delivery of new bins is estimated at three (3) weeks and the bins include Radio-frequency identification (RFID) tags for tracking which would allow for future upgrades to the system (Ex: charge by customer use, weights etc.) and the bins would be stamped with the Town of Hinton logo.
- A trial of an area (suggested in East Hardisty) could be done utilizing one of our current trucks with an add on component of a cart grabber, which is approximately \$ 15,000 and would be added onto a new lift (previously ordered to replace a failed lift) which is currently awaiting installation.
- This bin size is the largest available modern bin, so it still allows greater wind stability and durability while encouraging homeowners to utilize Town recycling facilities.
- The Town would order 624 of the 96-gallon Toter bins to replace all the bins in East Hardisty. All the current blue and black bins would be removed from East Hardisty which would allow us to utilize those bins to add to the current bin inventory which has been depleted in 2019. Total estimated cost of 624 Toter bins would be \$ 52,500 at current exchange rate delivered to Hinton. Shipments come in orders of 312 and we need minimum 425 for East Hardisty.
- The low cost of the new bins would allow for potential future upgrades to a multiple bin curbside collection system (plastic, cardboard or organics etc.).
- The next truck replacement would allow upgrades to a more efficient system with a large increase to productivity and a great decrease in incidents/accidents and to WCB claims relating to our current garbage trucks side load system.
- An information open house would be held to inform residents of the selected area (such as East Hardisty) of the changes that would be involved, including the removal of black and blue bins and replacement with upright Toter bins for those residents. Also, an education piece on how the Town will benefit from the removal of the residential blue bins and how it will aid the Town in managing illegal dumping.

- There is a capital request in the proposed 2020 Budget for a garbage truck that would be purchased to facilitate the full expansion of the residential waste program after completion of the pilot and replace one of the existing garbage trucks. The replacement bins are included in the 2020 and 2021 Capital Plan as well.

Current status of our 3 garbage trucks:

Unit #443 is the oldest unit and needs replacement as it has gone well past its useable lifespan. It is scheduled to be replaced in the proposed 2020 Capital Budget.

Unit #448 is the 2011 truck having the new lift installed and is the proposed truck to have the cart grabber installed as well. This truck can be used to pickup commercial bins as well as the new style Toter bins. This would slightly decrease wear and tear on the truck and eventually allow it to be the spare truck once the oldest 2007 truck is replaced in 2020.

Unit #450 is the newest garbage truck (2016) and is in reasonable mechanical shape. It could potentially have a cart grabber added to it in the future to pickup Toter bins as we upgrade to more carts.

The current waste collection system met the community's needs as it was developed. The new system is anticipated to have lower capital and operational costs, as well as be more operator friendly improving the health and wellness of the equipment operators.

This report provides Council with information about the existing waste collection system, as well as the new proposed waste collection Pilot Program. Administration will develop a draft Solid Waste Management Strategy that will be presented to Council on February 18/2020 (proposed date) as part of the stakeholder engagement process for overall Program strategy development.

Administration will be utilizing the success of this proposed Pilot Program (lessons learned, feedback from Council and Stakeholders) in finalizing the strategy for the new solid waste management program for Council approval.

Implications of Decision

| Financial Implications | |
|-----------------------------|--|
| Items | Comments |
| Operating Cost/Implications | \$ 65,000 (estimate) achieved through the Proposed 2020 Operating Budget |
| Capital Cost | None required for this Pilot Program |
| Budget Available | |
| Source of Funds | Proposed 2020 Operating budget |
| Unbudgeted Costs | |

Level of Service Implications

Administration is expecting an improved level of service of the Waste Collection System; however, the detailed analysis has not yet been completed.

Public Engagement

As part of the implementation plan of this proposed pilot program there will be an open house for engaging the East Hardisty residents. For the overall program, Administration is planning to meet with Council, Administration and both residential and commercial customers throughout this process.

Communications

Communication will be shared on the Town website, Town Facebook as well as the local newspaper.

Risk / Liability

There may be some challenges for residents related to the reduced capacity of the bins. However, the reduced costs of the bins and possibilities of lower overall user fees will be positive. Any negative implications will be managed with appropriate engagements, education and communication with stakeholders.

| Legislative Implications | | |
|-------------------------------|----------------|--|
| Conforms with: | Yes/No/Partial | Comments |
| Council's Strategic Plan | Yes | Meets future needs as well as ensures dependable and high quality of service |
| Community Sustainability Plan | Yes | Considers the needs of the present without compromising the community's needs in the future. |
| Municipal Policies or Bylaws | Yes | |
| Provincial Laws or MGA | Yes | The <i>Municipal Government Act</i> provides for a municipality to set fees by bylaw for the purpose of raising revenue as well as placement of waste collection and disposal. |
| Other plans or policies | Yes | To revamp and modernize the waste collection system including amendments of Bylaw and user fee |

Options / Alternatives

1. That Council accept the Solid Waste Management Pilot Program report for information.

Attachment(s)

n/a



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Standing Committee Meeting of January 28, 2020

PRESENTED BY: Emily Olsen, Interim Chief Administrative Officer

RE: **SPLIT ASSESSMENT**

Recommended Action

That Council accept this report as information.

Background

In 2020, Hinton residents will experience the first year of a different, more transparent, assessment and taxation notice process. Council and Town Administration are moving our community to a split assessment and taxation notice, creating numerous efficiencies and allowing for a more accurate budget estimation and tax rate calculation. This move brings the Town of Hinton taxation process in line with many communities across the province, including major cities Edmonton and Calgary as well as similar sized communities like the City of Lacombe.

Currently the Town provides one notice that is sent to residents mid May. This notice contains the information on the assessments and in addition the amounts related and owing (tax function) on those properties.

Analysis

This split will allow both the assessment function and tax function to be dealt with separately. Each function is independent of the other; however, each function impacts the other.

Splitting these functions will create more transparency to taxpayers about where their increases or decreases each year are occurring. It is important to note that there is no direct impact (reduction or increase) to assessed value through this change in notice.

The Town, along with assessor Warren Powers and his associates, believe that this change will reduce assessment concerns and complaints, resulting in fewer appeals. In addition, this realigns the inquiry and appeals process so as to be complete before the finalization of mill rates – only an adjustment following an Assessment Review Board decision would impact the assessed base, and that impact will be known earlier in the year, allowing for more time to compensate for the impact.

Under the new process, the Assessor will declare the assessment roll at the end of January. Following an audit, the assessments will be prepared and mailed prior to the end of February. This will make the deadline to appeal the assessment in mid-April. The municipality will then finalize the budget and prepare to issue the tax notices. Tax notices will continue to be sent out in May, with payment due at the end of June.

Written by: Carla Fox, Director of Corporate Services

Implications of Decision

| Financial Implications | |
|---|---|
| Items | Comments |
| Operating Cost/Implications | \$500 Slight increase in postage cost anticipated |
| Capital Cost | \$0 |
| Budget Available | \$500 |
| Source of Funds <ul style="list-style-type: none"> ○ Budgeted Amount ○ Grants (successful/unsuccessful) | Incorporated in the 2020 budget process |
| Unbudgeted Costs <ul style="list-style-type: none"> ○ Options for where to acquire the necessary funds | \$0 |

Level of Service Implications – This change in process will help to create a more efficient and effective way to deal with customers looking for taxation information in a timely manner. The change will help our front-line staff focus their time in other areas and less time on assessment matters that are then forwarded to the assessor.

Public Engagement – Not applicable.

Communications

To provide answers to likely questions arising from this change, Town of Hinton Corporate, and Strategic, Services have partnered with the Powers & Associates Appraisal Services to provide an Ask the Town on the change, which was sent out through a CivicSend, and published in the January 23, 2020 Hinton Voice.

Town of Hinton Corporate Services wishes to invite any residents with questions regarding this change to visit the Hinton Government Centre and speak to a representative or use Hinton Listens via the Town website at www.hinton.ca or through the myHinton app.

Risk / Liability

It is anticipated that there will be an increased cost to mail out these separate notices; this, however, will likely be offset by efficiencies and more accurate budget estimation savings. In addition, this will have an impact on Corporate Services, particularly in the first two years as we move to the new process, as this requires an additional level of organization and discipline in record keeping.

| Legislative Implications | | |
|-------------------------------|----------------|---|
| Conforms with: | Yes/No/Partial | Comments |
| Council's Strategic Plan | Yes | <ul style="list-style-type: none"> ▪ Goal 3 – foster innovative, efficient and exceptional service delivery. |
| Community Sustainability Plan | N/A | <ul style="list-style-type: none"> ▪ The five pillars – Governance and Partnerships |
| Municipal Policies or Bylaws | Yes | |
| Provincial Laws or MGA | Yes | Municipal Government Act <ul style="list-style-type: none"> • Part 9 Assessment of Property |
| Other plans or policies | No | Not applicable |

Options / Alternatives

This change creates a revised audit timeline which will provide the Town an accurate estimate of growth at an earlier point in the year. This change will also allow the assessor to have more time available to assess properties throughout the year.

This report is meant to provide information on the change, the new timelines and to provide Council an opportunity to ask any questions they may have received since the public communications were issued on this item. Though the recommended action is to accept this report for information, Council may consider the other options, or their own direction as well.

1. That Council accept this report as information.
2. That Council direct Administration to continue to keep the assessment information and the taxation amount within the same notice and not change the service in this area.
3. That Council request Administration to bring forward further information to a future meeting of Council.

Attachment(s)

COUNCIL ACTION PENDING

of January 23, 2020

Chief Administrative Officer Status Report Action Pending List

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|--|-------------------|-------------------------|-------------|-------------|---|
| May 2017 | MD - 1405 | Bring Options #3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/17 Standing Committee meeting. | Emdad Haque | Dale Woloszyn | 28 Feb 2019 | In Progress | Oct. 18 Update: Landfill authority is currently working with a consultant on a 5 year business plan. Due date has been changed to Feb. 28/19 to accommodate. Costing is being fine-tuned. Consultation with businesses will be scheduled. Direction Report is rescheduled from Sept 12 Standing to Sept 26 Regular to accommodate consultation availability. UPDATE: postponed until new Council with the approval of Mayor Mackin. June 12/19: This item will be reviewed once the new Director is here. Nov. 14/19 - Work will commence on this item in the new year, we are expecting to present by end of Feb./2020. Jan. 21/20 - Work has commenced on this item and is expected to be presented by end of May 2020. |
| 17 Apr 2018 | MD - 1539 | Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program. | Laura Howarth | Hans van Klaveren | 29 Mar 2019 | Pending | No action will be taken on this until the end of August 2020. The initial intent of this motion was to address public use of green spaces. This will be addressed in conjunction with Council Action Pending Item MD-1783 when Policy #082 Recreation & Parks Fees & Charges is presented to Standing Committee for discussion or direction. |

Page 22 of 27

COUNCIL ACTION PENDING
 of January 23, 2020

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|--|-------------------|-------------------------|-------------|-------------|--|
| Oct 2018 | MD - 1643 | Direct Administration to present Recreation Centre Project funding plan options by the end of December 31, 2018. | Carla Fox | Laura Howarth | 31 Dec 2018 | On Hold | On hold until the project is defined through Council approval. |
| Dec 2018 | MD - 1686 | Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019. | Laura Howarth | Hans van Klaveren | 31 Mar 2019 | On Hold | On hold until the Parks, Open Spaces & Trails Master Plan recommendation regarding minimum design standards is put into action (currently planned for 2021/2022 capital budget). |
| Jan 2019 | MD - 1702 | That the Recreation Centre Project Management Request for Proposal Key Deliverables be brought back a Standing Committee meeting before the end of March 2019. | Laura Howarth | Hans van Klaveren | 31 Mar 2019 | On Hold | On hold as per discussions between CAO and Council in January 2019 regarding developments and progress. |
| Apr 2019 | MD - 1759 | Administration to bring the water service levels and delivery to a Standing Committee meeting by the end of October 2019. | Emdad Haque | Dale Woloszyn | 31 Oct 2019 | In Progress | Work will commence on this item in the new year and expecting to present by end of March/2020 |
| 07 May 2019 | MD - 1767 | Administration to prepare project timeline and budget for Council's approval as part of the annual budget process regarding the PCP program. | Peter Vana | | 01 Sep 2019 | On Hold | No budget in 2020. Will prepare budget and timeline for 2021. |

COUNCIL ACTION PENDING
 of January 23, 2020

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|--|----------------------|-------------------------|-------------|---------|--|
| May 2019 | MD - 1775 | That Council direct Administration to bring forward a Request for Decision to invest maintenance dollars in the currently open sections of the Beaver Boardwalk to a Regular Meeting of Council. | Laura Howarth | Hans van Klaveren | 31 Jul 2019 | On Hold | On hold pending the Water Act approval currently in process (no indication from the province as to when a response / decision will be sent / made). The Beaver Boardwalk Committee created by Council in July 2019 has been mandated to provide Council with recommendations (extension of the deadline into 2020 is required due to abovementioned delays). |
| May 2019 | MD - 1783 | Direct Administration to bring Policy #082 Recreation & Parks Fees and Charges to a Standing Committee meeting for discussion by August 31, 2020. | Laura Howarth | Hans van Klaveren | 31 Aug 2020 | Pending | No action taken at this time. Intent of this motion was to explore parameters of fee reduction requests (categories i.e. non-profit rates, business rates, fundraising event rates). |
| 18 Jun 2019 | MD - 1794 | Administration to halt Town and ISL work with relation to the bridge excluding the bridge steps and bring back a report pertaining to options including high level costs to a Standing Committee meeting before the end of August, 2019. | Diana Daley-Beckford | Hans van Klaveren | 30 Aug 2019 | On Hold | All work had been halted immediately. Temporary bridge access (stairs) has been installed. It is anticipated that the Beaver Boardwalk Committee will present recommendations regarding permanent bridge access to Council within an expanded mandate. |
| 09 Jul 2019 | MD - 1803 | That Council direct Administration to bring a report to a future Standing Committee meeting regarding assessment policy options including split notices and supplemental assessments. | Carla Fox | | 31 Dec 2019 | Pending | I have completed two reports and handed in to Emily for review Jan 20, 2020 |

COUNCIL ACTION PENDING
of January 23, 2020

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|---|-------------------|-------------------------|-------------|-------------|---|
| Sep 2019 | MD - 1841 | Committee recommend that Administration prepare Procedural Bylaw Terms of Reference and present prior to the end of November 2019. | Emily Olsen | Terri Williams | 29 Nov 2019 | In Progress | First reading on January 14/20, second and third reading scheduled for February 4/20. |
| Sep 2019 | MD - 1857 | Council direct admin to bring back a report, before the end of the second quarter in 2020, with regards to franchise fees, available options and potential impacts. | Carla Fox | | 30 Jun 2020 | Pending | |
| | MD - 1867 | That Committee direct Administration to bring forward options for Short-term Rental Accommodation regulations for potential implementation with the Land Use Bylaw amendments expected in January 2020. | Peter Vana | Dani Woodman | 31 Jan 2020 | In Progress | Further research being conducted and a report will be provided to Council in January 2020. Jan. 22/20 - report with options and clarification to Jan. 28/20 Standing Committee meeting. |
| 08 Oct 2019 | MD - 1868 | That Committee direct Administration to bring a report including options on the next steps for the Aquatic Centre before the end of 2019. | Emily Olsen | Diana Daley-Beckford | 31 Dec 2019 | On Hold | Council decision in Agenda prep meeting on Dec. 5/19 to postpone until January 2020 |
| 22 Oct 2019 | MD - 1879 | That Committee table the Maxwell Lake Recreation Area Outline Plan to a Standing Committee meeting by the end of June 2020. | Laura Howarth | Hans van Klaveren | 30 Jun 2020 | On Hold | On hold pending the Water Act approval currently in process (refer to MD-1775 for delay notes). |
| 05 Nov 2019 | MD - 1884 | That Council approve the Standing Committee's recommendation for Administration to invite Request for Proposals (RFP) to bid on the ATE program contract. | Emily Olsen | Todd Martens | 31 Mar 2020 | On Hold | New legislature as of December 1, 2019 from Provincial Government - all new programs on hold for approximately 2 years. |

COUNCIL ACTION PENDING
of January 23, 2020

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|--|-------------------|-------------------------|-------------|-------------|---|
| Dec 2019 | MD - 1900 | That Council direct Administration to provide Council with a report and recommendations with no less than one third of the recommendations be from Operations excluding transfers to Reserves. | Carla Fox | | 31 Mar 2020 | Pending | |
| Nov 2019 | MD - 1903 | That Council direct Administration to bring back a report and a recommendation that the taxation requirement reduction be no less than \$1.6M. | | Carla Fox | 31 Mar 2020 | Pending | |
| Nov 2019 | MD - 1904 | That Council direct Administration to provide Council with a report and recommendations to reduce taxation requirements by January 30, 2020. | Carla Fox | | 30 Jan 2020 | In Progress | In discussion with Emily an extension is going to be requested on this timeline Jan 9, 2020 Jan. 22/20 - will be brought to a Council meeting in February 2020. |
| 25 Nov 2019 | MD - 1906 | That Council direct Administration where any reductions to reserve contributions must be fully offset by Capital project cancellations. | Carla Fox | | 31 Mar 2020 | Pending | |
| 14 Jan 2020 | MD - 1931 | Committee recommends Council give three readings to Bylaw # 1141, to establish the Procedure Bylaw Review Committee. | Emily Olsen | Terri Williams | 21 Jan 2020 | In Progress | Scheduled to come to the Feb. 4/20 Regular Council meeting. |
| 14 Jan 2020 | MD - 1932 | Committee recommends Council approve the Terms of Reference for the Procedure Bylaw Review Committee. | Emily Olsen | Terri Williams | 21 Jan 2020 | In Progress | Scheduled to come to the Feb. 4/20 Regular Council meeting. |

COUNCIL ACTION PENDING
of January 23, 2020

| Meeting Date | Item Number | Action Required | Staff Responsible | Multi Staff Responsible | Due Date | Status | Additional Comments |
|--------------|-------------|--|----------------------|-------------------------|-------------|---------|---------------------|
| Jan 2020 | MD - 1933 | That Committee direct the CAO Recruitment Committee to bring back a report outlining additional CAO recruitment options before the CAO Recruitment Committee makes any more decisions. | Mayor Town of Hinton | Nikiea Hope | 28 Feb 2020 | Pending | |
| Jan 2020 | MD - 1934 | The Council give Land Use Bylaw No. 1088-10 Second Reading as presented. The Council give Land Use Bylaw No. 1088-10 Third Reading as presented. | Peter Vana | | | | |
| Jan 2020 | MD - 1936 | That Council postpone the third reading of Land Use Bylaw No. 1088-11 to the Regular Council of February 18, 2020 to allow questions from Council to be answered by Administration. | Peter Vana | | | Pending | |