



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

**Tuesday, February 2, 2021 - 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**

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Page

**ORDER**

1. Call to Order

**ADOPTION OF AGENDA**

1. Regular Council Agenda - February 2, 2021

**COUNCIL MINUTES FOR ADOPTION**

3 - 7	1. Regular Meeting of Council Minutes - January 5, 2021
8 - 10	2. Standing Committee of Council Minutes - January 12, 2021
11 - 14	3. Standing Committee of Council Minutes - January 19, 2021

**CITIZENS "MINUTE WITH COUNCIL"**

**DELEGATIONS AND PRESENTATIONS**

15 - 22	1. FCSS Services Update - Presented by Caryn Bouchard
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**CLOSED MEETING**

1. Citizen Appointment Application Review (Section 19 of FOIP)

**ACTION ITEMS**

23 - 24	1. Temporary Mandatory Mask and Face Coverings Bylaw Review
25 - 31	2. Hinton Youth Advisory Council - Appointment
32 - 43	3. Revised Debenture Bylaw No. 1150 - Purchase of New Firetruck
44 - 56	4. 2021 Non-Union Wage Increase
57 - 60	5. Beaver Boardwalk Recommendations & Deliverables
	6. Support for Alberta Community Partnership Grant Co-Application



**Town of Hinton  
Regular Meeting of Council  
AGENDA  
February 2, 2021  
Council Chambers**

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61 - 66      7.      Asset Management Planning Project

67 - 111      8.      Year-To-Date Financial Statements and Capital Status Report as at December 31, 2020

**INFORMATION ITEMS**

112 - 115      1.      Council Information Packages #1, #2, #3 and #4 for February 2, 2021

**REPORTING**

1.      Council
  - Reporting
  - Urgent Matters
2.      Chief Administrative Officer
  - Reporting
  - Status Report
3.      Administrative Inquiries (Written)

**NOTICES OF MOTION**

**CLOSED SESSION**

1.      Legal (FOIP - Section 27)

**ADJOURNMENT**

1.      Call for Adjournment of Meeting

# DRAFT



## TOWN OF HINTON

Minutes of the Regular Meeting of Council  
Held January 5, 2021  
Committee Room

### Present by Zoom:

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

### Administration in Attendance:

Emily Olsen, Chief Administrative Officer, Sandra Rendle, Legislative Services Coordinator, Wendy Anderson, Executive Assistant

### Administration in Attendance by Zoom:

Carla Fox, Director of Corporate Services, Laura Howarth, Director of Community Services, Todd Martens, Director of Protective Services, Dale Woloszyn, Interim Director of Infrastructure Services, Lorraine Walker, Municipal Planner, Planning and Development Manager

Refer to the Regular Council Meeting Agenda package for [January 5, 2021](#) for detailed background information.

## ORDER

Mayor Marcel Michaels called the Regular Meeting of Council to order at 4:00 p.m.

## ADOPTION OF AGENDA

**MAGUHN – That the agenda be adopted as presented.**

**Carried Unanimously**

## COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes – December 1, 2020
2. Standing Committee of Council Minutes – December 8, 2020
3. Special Meeting of Council Minutes – December 15, 2020

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

**Carried Unanimously**

## CITIZENS MINUTE WITH COUNCIL

No citizens wished to speak with Council.

## PUBLIC HEARING

Deputy Mayor Maguhn assumed Chair for the Public Hearing at 4:02 p.m.

### Land Use Bylaw No. 1088-16

#### Introduction & Procedures

Deputy Mayor Maguhn informed the hearing attendees the following Public Hearing is held pursuant to Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A., 2000 and amendments thereto.

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

- Presentation should be brief and to the point.
- The order of presentation shall be:
  - Entry of written submissions;
  - Those supporting the Bylaw;
  - Those opposing the Bylaw; and
  - Any other person deemed to be affected by the Bylaw.
- Council may ask questions of the speakers after each presentation for clarification purposes.
- There will be no debating the Bylaw, however, questions to the Councillors or other parties will be accepted through the Chair.

Deputy Mayor Maguhn declared the Public Hearing relating to the Bylaw open.

Secretary Rendle informed the purpose of the proposed Bylaw No. 1088-16 is to amend the Land Use Bylaw as follows:

1. Edits Overview that summarizes the proposed amendments.
2. Redlined version of the proposed Land Use Bylaw incorporating the Edits Overview.
3. Land Use District Map Redesignations.

Link HERE:

<https://www.hinton.ca/DocumentCenter/View/9353/LUB-Districts-for-November-17-Meeting>

As shown on Schedule “A” with Attachment(s) #1, 2 & 3

Secretary Rendle informed first reading was given to Bylaw No. 1088-16 on December 1, 2020.

Notice of this Public Hearing was advertised in the Hinton Voice newspaper on December 10 and 17, 2020 and advertised on the Town of Hinton website.

Deputy Mayor Maguhn requested:

- Are there any late written submissions relating to Bylaw Amendment No. 1088-16? No
- Is there anyone present who wishes to speak in favour of Bylaw Amendment No. 1088-16? No
- Is there anyone present who wishes to speak in opposition to Bylaw Amendment No. 1088-16? No
- Is there anyone present who is deemed to be affected by Bylaw Amendment No. 1088-16 and wishes to speak? No
- Do the Councillors have any further questions? No
- Do the Councillors require further information? No

Deputy Mayor Maguhn declared that the Public Hearing relating to Bylaw Amendment No. 1088-15 closed.

**NELSON - That the Public Hearings be adjourned at 4:05 p.m.**

**Carried Unanimously**

Mayor Michaels assumed the Chair.

#### **ACTION ITEMS**

1. Temporary Mandatory Mask and Face Coverings Bylaw Review
2. Land Use Bylaw Amendment 1088-16

**MAGUHN - That Council give Second Reading of Land Use Bylaw #1088-16.**

**Carried Unanimously**

**HAAS - That Council give Third Reading of Land Use Bylaw #1088-16.**

**Carried Unanimously**

3. Sewer Rate Bylaw #858-18

**MAGUHN - That Council give Sewer Rate Bylaw #858-18 Third Reading.**

**Carried Unanimously**

C. Fox joined the meeting at 4:10 p.m.

4. Water Rate Bylaw #859-24

**HAAS - That Council give Water Rate Bylaw #859-24 Third Reading.**

**Carried Unanimously**

5. Waste Rate Bylaw #933-5

**WAUGH - That Council give Waste Rate Bylaw #933-5 Third Reading.**

**Carried Unanimously**

6. Land Use Bylaw Amendment 1088-15

**MAGUHN - That Council give Third Reading of Land Use Bylaw #1088-15.**

Carried Unanimously

7. Debenture Borrowing Bylaw #1150 – Purchase of New Firetruck

**NELSON - That Council gives Second reading of Authorization of Debenture Bylaw #1150 as presented.**

Carried Unanimously

**HAAS - That Council gives Third reading of Authorization of Debenture Bylaw #1150 as presented.**

Carried Unanimously

8. Council Representative Changes on Boards and Committees

**HAAS - That Council appoint Councillor Ryan Maguhn to the Hinton Police / Town Liaison Committee and remove Mayor Marcel Michaels.**

Carried Unanimously

## INFORMATION ITEMS

1. Council Information Packages #1 and #2 for December 1, 2020

**OSTASHEK - That Council accept Information Packages #1, #2 and #3 for January 5, 2021 as information.**

Carried Unanimously

## REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

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

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 as well as any urgent matters.

2. Chief Administrative Officer Report and Status Report

Emily Olsen, Chief Administrative Officer, provided an update on administrative matters and provided a status report.

3. Administrative Inquiries

There were no Administrative Inquiries.

## NOTICES OF MOTION

There were no Notices of Motion.

## IN CAMERA

**HAAS – That the Regular Meeting of Council move In Camera at 4:56 p.m.**

**Carried Unanimously**

C. Fox, L. Howarth, T. Martens, D. Woloszyn, L. Walker, S. Rendle and W. Anderson left the meeting.

**HAAS – That the Regular Meeting of Council move out of In Camera at 5:06 p.m.**

**Carried Unanimously**

W. Anderson joined the meeting.

## ADJOURNMENT

**NELSON - That the Regular Meeting of Council adjourn at 5:09 p.m.**

**Carried Unanimously**

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Mayor

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Legislative Clerk

## DRAFT



## TOWN OF HINTON

### Minutes of the Standing Committee Meeting Held January 12, 2021 Committee Room

#### Present by Zoom:

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

#### Administration in Attendance:

Emily Olsen, Chief Administrative Officer, Sandra Rendle, Legislative Services Coordinator, Wendy Anderson, Executive Assistant

#### Administration in Attendance by Zoom:

Carla Fox, Director of Corporate Services, Laura Howarth, Director of Community Services, Todd Martens, Director of Protective Services, Dale Woloszyn, Interim Director of Infrastructure Services, Heather Waye, Strategic Services Manager, Nikiea Hope, Human Resources Manager

*Refer to the Standing Committee Meeting Agenda package for [January 12, 2021](#) for detailed background information.*

## ORDER

Deputy Mayor Ryan Maguhn called the Standing Committee meeting to order at 4:02 p.m.

## ADOPTION OF AGENDA

**WAUGH – That the Standing Committee Meeting Agenda of January 12, 2021 be accepted as presented.**

**Carried Unanimously**

## CITIZENS “MINUTE WITH COUNCIL”

Kris Haslett, owner of Insignia Salon and Spa, spoke to Council regarding her concerns with the COVID-19 restrictions on business owners.

## DELEGATIONS AND PRESENTATIONS

All presentations as well as any information provided to Council by delegations can be viewed in the [January 12, 2021](#) agenda package.

### 1. Covid-19 Survey Results 2020

Donna Christensen and Faiaz Mir, Community Engagement and Advisory Committee provided Council with a presentation.

2. Audit Planning Report for the Year Ended December 31, 2020

Robyn Eeson and Caitlyn Cox, KPMG, provided Council with the 2020 audit plan presentation.

3. Hinton Skatepark Planning

Jay Hore, Hinton Wheeled Park Association, and Everett Tetz, New Line Skateparks Inc., provided Council with a presentation.

**ACTION ITEMS**

1. Securing the Land for An All Wheel Park

**MICHAELS** - That Committee direct Administration to bring the Securing the Land for an All Wheel Park report to the February 16, 2021 Standing Committee Meeting for discussion to the assignment of Erith Park for advancing the All Wheel Park Proposal.

Carried Unanimously

**DISCUSSION ITEMS**

1. Non-Residential Property Taxation Incentive Program

**MICHAELS** - That Committee direct Administration to bring back a report for new, expanded, or significantly renovated businesses for a Non-Residential Taxation Incentive Program to a future Standing Committee Meeting by March 31, 2021.

Carried Unanimously

**INFORMATION ITEMS**

1. Municipal Internship Program – 2020 Intake

**OSTASHEK** - That Committee accept the Municipal Internship Program – 2021 Intake report for information.

**NELSON** - That the Municipal Internship Program – 2021 Intake be postponed until January 19, 2021 Standing Committee Meeting.

Defeated 2-5

For: Race, Nelson

Against: Haas, Waugh, Maguhn, Michaels, Ostashek

**OSTASHEK** - That Committee accept the Municipal Internship Program – 2021 Intake report for information.

Carried Unanimously

2. Capital Projects Reports – Server Replacement

**NELSON - That Council accepts the Capital Projects Reports – Server Replacement for 2022 as information.**

**Carried Unanimously**

**REPORTING**

1. Council
  - Reporting
  - Urgent Matters

**HAAS - That Town Council send a letter of concern to the Provincial Government regarding future consideration of restrictions of COVID-19 and its effects on small businesses.**

**Carried Unanimously**

2. Chief Administrative Officer Status Report
  - Reporting
  - Status Report
3. Legislative Services Update
4. Executive Assistant Logistics Information

**ADJOURNMENT**

**MICHAELS - That the Standing Committee meeting adjourn at 6:38 p.m.**

**Carried Unanimously**

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Deputy Mayor

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Legislative Services Coordinator

## DRAFT



## TOWN OF HINTON

### Minutes of the Standing Committee Meeting Held January 19, 2021 Committee Room

#### Present by Zoom:

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

#### Administration in Attendance:

Emily Olsen, Chief Administrative Officer, Wendy Anderson, Executive Assistant

#### Administration in Attendance by Zoom:

Carla Fox, Director of Corporate Services, Laura Howarth, Director of Community Services, Todd Martens, Director of Protective Services, Dale Woloszyn, Interim Director of Infrastructure Services, Heather Waye, Strategic Services Manager, Nikiea Hope, Human Resources Manager, Hans van Klaveren, Parks, Rec & Culture Manager, Sandra Rendle, Legislative Services Coordinator

**Refer to the Standing Committee Meeting Agenda package for [January 19, 2021](#) for detailed background information.**

## ORDER

Deputy Mayor Ryan Maguhn called the Standing Committee meeting to order at 4:01 p.m.

## ADOPTION OF AGENDA

**RACE – That the Standing Committee Meeting Agenda of January 19, 2021 be accepted as presented.**

**Carried Unanimously**

## CITZENS “MINUTE WITH COUNCIL”

No citizens wished to speak with Council.

## DELEGATIONS AND PRESENTATIONS

Information provided to Council by delegations can be viewed in the [January 19, 2021](#) agenda package.

### 1. Non-Approved Accommodations

Tracy Douglas-Blowers, Director, Membership and Industry Relations Alberta Hotel and Lodging Association, Kelly Armstrong and Justin Woodley provided Council with a presentation.

## ACTION ITEMS

1. Temporary Mandatory Mask and Face Coverings Bylaw Review
2. Beaver Boardwalk Committee Report

**HAAS - That Committee direct the Beaver Boardwalk Committee recommendations be brought to the February 2, 2021 Regular Council Meeting for decision.**

Carried Unanimously

3. Fiscal Responsibility Policy

H. van Klaveren left the meeting at 5:07 p.m.

**RACE - That Committee direct Administration to amend Section 6.7.4 to read: Tax rate; and net changes.**

Carried Unanimously

**OSTASHEK - That Committee direct Administration to amend to include: A tax rate is calculated by dividing the amount of revenue required by the total assessment of all properties on which that tax rate is to be imposed and that Section 6.7 reflects split tax rates.**

Carried Unanimously

**MICHAELS - That Committee direct Administration to include the presentation of quarterly year to date financial updates in the draft Fiscal Responsibility Policy.**

Carried Unanimously

Mayor Michaels left the meeting at 5:29 p.m. for a call with the Provincial Government.

**NELSON - That Committee direct Administration to include the word “Transparent / Transparency” within the policy statement and / or purpose of the Fiscal Responsibility Policy.**

Carried 5-1

For: Haas, Waugh, Maguhn, Ostashek, Nelson  
Against: Race

**NELSON - That Committee direct Administration to bring back verbiage to clarify and strengthen emerging issues specific to unplanned events and significant price changes.**

Carried Unanimously

**OSTASHEK - That Committee direct Administration to bring an amended Fiscal Responsibility Policy FN-1301 to a future Standing Committee Meeting of Council.**

Carried Unanimously

H. Waye left the meeting at 5:45 p.m.

## DISCUSSION ITEMS

### 1. Temporary Accommodations Discussions

**NELSON - That Council direct Administration to schedule a Short-Term Rental Bylaw workshop at a Meeting of Council prior to April 30, 2021.**

**Carried Unanimously**

## INFORMATION ITEMS

### 1. Capital Projects Information – Purchase of Residential Bins and Funding of Streetlights from the ATE Reserve

**NELSON - That Council accepts this report regarding the purchase of residential bins and funding of streetlight rehabilitation as information.**

**Carried Unanimously**

Mayor Michaels rejoined the meeting at 6:10 p.m. and C. Fox left the meeting.

## REPORTING

1. Council
  - Reporting
  - Urgent Matters
2. Chief Administrative Officer Status Report
  - Reporting
  - Status Report
3. Legislative Services Update
4. Executive Assistant Logistics Information

## IN CAMERA

**OSTASHEK – That the Standing Committee of Council move In Camera at 7:04 p.m.**

**Carried Unanimously**

L. Howarth, T. Martens, D. Woloszyn, S. Rendle and W. Anderson left the meeting.

**MICHAELS – That the Regular Meeting of Council move out of In Camera at 7:46 p.m.**

**Carried Unanimously**

**MICHAELS – To direct Administration to bring an In-Camera information report on the legal discussion from the January 19, 2021 Standing Committee Meeting to the February 2, 2021 Regular Council Meeting.**

**Carried Unanimously**

**ADJOURNMENT**

**NELSON - That the Standing Committee meeting adjourn at 7:51 p.m.**

**Carried Unanimously**

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Deputy Mayor

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Legislative Services Coordinator

TOWN OF HINTON FAMILY & COMMUNITY SUPPORT SERVICES

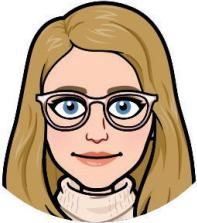
# FCSS IS HERE TO HELP.



## OUR FCSS TEAM



**Caryn Bouchard**  
FCSS Manager



**Jenna Altrogge**  
FCSS Asst. Manager



**Randy Smith**  
Individual Supports



**Charlene Sitar**  
Family Life



**Lisa Brett**  
Community Connections



**James Everitt**  
Youth Centre



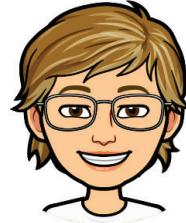
**Jackie Delves**  
Caregiver Education



**Sasha Eccleston**  
HKFS Supervisor



**Lisa Ryvers**  
HKFS Coordinator



**Christine Casemore**  
FCSS Admin

# 2020 PROGRAM HIGHLIGHTS

SERVICES FOR INDIVIDUALS	SERVICES FOR FAMILIES	SERVICES FOR COMMUNITY
<p>Despite the FCSS office being closed for part of the year, the FCSS Coordinator: Individual Supports had <b>445 in-person connections</b> with clients. In addition, there were <b>340 wellness calls</b> between March and June.</p> <p>Clients sought support for different areas, including:</p> <ul style="list-style-type: none"> <li>• CPP paperwork</li> <li>• Old Age Security paperwork</li> <li>• Alberta Financial Aid paperwork</li> <li>• 1-1 support to individuals</li> </ul> <p>In place of Seniors' Week, <b>40 Wellness Kits</b> were made and delivered to seniors throughout the community by the Fire Department.</p>	<p>In 2020, our <b>regional partnership</b>: Collaborative Community Response (CCR) took a leading role in the momentum to address elder abuse at a local as well as provincial level.</p> <p>The Regional Elder Abuse Prevention Coordinator was also asked to:</p> <ul style="list-style-type: none"> <li>• Join Alberta Seniors and Housing Ministry Advisory Council</li> <li>• Fill role as <b>facilitator of the Elder Abuse Discussion Group</b> within CORE Alberta virtual platform.</li> </ul> <p><b>"I don't believe in taking my own life, but that is what I feel like doing. I am trapped and no one will listen."</b> - <i>Elder Abuse Prevention Client</i></p>	<p>In 2020, volunteers filed <b>328 tax returns</b> for local residents through the Community Volunteer Income Tax Program.</p> <p>This was accomplished with fewer volunteers because many were unable to commit due to COVID-19.</p> <p>Safe work practices were developed for both the clients and the volunteers so that we could continue to file taxes.</p> <p>There were <b>6 core volunteers</b> who helped us immensely through the pandemic.</p>

# 2020 PROGRAM HIGHLIGHTS

SERVICES FOR PARENTS	SERVICES FOR CHILDREN	SERVICES FOR TEENS
<p>In 2020 FCSS was proud to launch the Family Resource Network Caregiver Education Spoke service. This program:</p> <ul style="list-style-type: none"> <li>• Provides <b>education &amp; workshops</b> on topics such as blended families, sleep training, nutrition, and mental health.</li> <li>• Offers <b>1-1 support</b> with customized planning and services for caregivers.</li> <li>• Provides <b>Ages &amp; Stages Questionnaires</b> to assess children's development.</li> </ul> <p><b>"Thank you so much for doing the best to keep a sense of parental community alive and providing us with some activities for the kiddos."</b> FRN Parent</p>	<p>In 2020, Hinton Kids for Success adapted services in order to meet the changing needs of families through the COVID-19 pandemic.</p> <p>We were also fortunate to receive <b>several donations and grants</b> from: Canada Summer Jobs, Aquatera, HUB Insurance, Griffiths Ford, JD&amp;C Services, Alstar, Jumpstart, Nordstrom Dental, and Pembina. These generous donations allowed us to improve our modified programming with safe and fun activity options for the kids - we purchased materials to have water fights, do new crafts, and have soccer tournaments!</p>	<p>Even though we had to close for part of 2020, we still fit in lots of great activities, including Food Fridays, Netflix parties, trivia nights, and more!</p> <p>We also <b>revamped our space</b> in 2020, giving the Centre a fresh new look complete with new games, a new pool table, arcade basketball, safe darts, wifi, and more!</p> <p>We also started our second year of the <b>Hinton Youth Advisory Council</b> in 2020! For the 2020-2021 term, our team of six committee members are focusing on connecting with youth about local services, community safety, and connections during COVID-19.</p>

# 2020 PROGRAM HIGHLIGHTS

HOME SUPPORT	ADMINISTRATION	TRANSPORTATION
<p>The importance of our Home Support program was highlighted in 2020 as vulnerable residents relied on services during the COVID-19 pandemic.</p> <p>Our client numbers did decrease - we saw a reduction from 33 regular clients in January to <b>22 regular clients</b> in December. However, our existing clients relied more on these services for <b>additional supports</b> including grocery store trips and prescription pickups to keep vulnerable residents safe.</p> <p>The staffing structure was also shifted from two part-time to one full-time position to increase stability and consistency for our clients.</p>	<p>In 2020, FCSS Management applied for five grants to add or improve community programming. So far, we've received <b>\$67,000</b> in funding, which went towards a partnership to help vulnerable residents through COVID-19. We are still waiting to hear about two proposals.</p> <p>Our FCSS Administrative Assistant also started a maternity leave, so we welcomed a <b>new team member</b> for the fifteen months of coverage!</p>	<p>In 2020, the need for reliable and accessible transportation services remained high during the pandemic. We averaged <b>1,200 users per month</b> on the Hinton Transit and 127 users for the months during which the Freedom Express service was available.</p> <p>In 2020, we also initiated the process to establish a <b>community partnership</b> for the long-term delivery of accessible transportation services.</p> <p>We also worked closely with First Canada to secure <b>new busses</b>, which will be finalized in 2021!</p>

## TRANSIT & FREEDOM EXPRESS NUMBERS: 2019 & 2020

	2019 Transit	2020 Transit	2019 Freedom Express	2020 Freedom Express
January	1,688	1,597	306	372
February	1,700	1,447	230	261
March	2,022	1,252	273	114
April	1,789	702	252	closed
May	2,044	903	263	closed
June	896	1,224	364	closed
July	1,849	1,244	264	closed
August	1,797	1,188	269	closed
September	1,967	1,351	433	closed
October	2,097	1,560	431	-
November	2,087	1,385	394	4
December	1,637	1,175	302	14
<b>TOTALS</b>	<b>21,573</b>	<b>15,028</b>	<b>3,781</b>	<b>765</b>

# 2020 NUMBERS



\$67,000 in grant funding was received and spent with partner agencies for COVID-19 relief



21 referrals to Elder Abuse Prevention - 6 in Hinton, 5 in Yellowhead County, 3 in Edson, 5 out-of-region, and 2 ongoing cases



33 clients received home support services throughout the year.



328 taxes were filed through the Community Volunteer Income Tax Program, returning money into our community.



Our FCSS Coordinator: Individual Supports had 445 in-person contacts



We provided services to 1,087 caregivers, 99 school-aged children, and 2,389 teens

## BACKGROUND

### RESTRUCTURE APPROVED

Council approved FCSS's restructure planning at the Aug. 18, 2020 Regular Meeting

AUG 2020

SEP 2020

OCT 2020

DEC 2020

JAN 2021

FEB 2021

### RESTRUCTURE PLANNING

First steps to implement FCSS restructure completed including internal communication, planning, and programming

### ACCESSIBLE TRANSPORTATION UPDATES

Partnership opportunity identified and steps taken to establish long-term partner to deliver services

Charlene Sitar  
hired as Family Life  
Coordinator



### LAUNCH & PROMO

FCSS Restructure final; new services offered, communication to promote services

Virtual tours  
launched on FCSS  
Facebook starting  
Jan. 25



### PROGRAM PLANNING

New restructure services being planned & launched with COVID-19 restrictions

FCSS &  
Transportation  
"Here to Help  
Q&A  
on Feb. 4 at 6:30



### FCSS Q&A & MORE PROMO

We want to ensure all residents know they can come to FCSS for help so we're hosting a Q&A and promoting programs

## COMMUNITY CONNECTIONS

### BUILDING A STRONG COMMUNITY

## NEED COMMUNITY SUPPORTS?



## YOU NEED LISA!

### MEET LISA



FCSS COORDINATOR;  
COMMUNITY CONNECTIONS

This service area supports the development, promotion, and delivery of program initiatives that enhance the quality of life for the community. The Community Connections Coordinator works on building capacity for community well-being, giving residents a sense of responsibility, appreciation, and engagement with the community; promoting volunteerism and raising awareness of the power of service in the community; and providing leadership and advocacy on issues relating to community programs.

Hinton's Parent Link Centre ran for 14 years until March, 2020 due to the elimination of provincial funding. The Town of Hinton is pleased to announce that as of January 2021 there will once again be a space where families can connect as well as have access to education and resources. We welcome you to check out our Hinton Family Centre space once COVID-19 restrictions are reduced! [Watch for opening announcements on our Facebook page.](#)

### DID YOU KNOW?

INTERESTED IN THESE SERVICES? [CLICK HERE TO COMPLETE A REGISTRATION FORM FOR MORE INFO ON ANY OF THE BELOW PROGRAMS!](#)

## OUR CURRENT PROGRAMS

### Interagency

### Interagency

Each month, a facilitated meeting with local not-for-profit organizations and agencies is hosted by FCSS. This is an opportunity for collaboration, connection, and resource-sharing among local organizations. This is supplemented by an email list that shares organizations' events, news, and updates.

### Volunteer Services

We meet every third Thursday from September to June and are currently connecting over ZOOM due to COVID-19 restrictions.

### Neighbourhood Block Party

[Join us this month by using the ZOOM link here!](#)

### Hello Hinton!



### Hinton Family Centre

## OUR SERVICE AREAS



### SERVICES FOR INDIVIDUALS

- LINKages
- Lifeline
- Compass for the Caregiver
- Friendly Visitor Program
- Community Volunteer Income Tax Program
- Home Support
- Meals on Wheels



Caryn



Charlene

### SERVICES FOR FAMILIES

- Family, senior, and sexual violence prevention
- Family education
- Family events
- Family & Community Dinner Program

## COORDINATORS

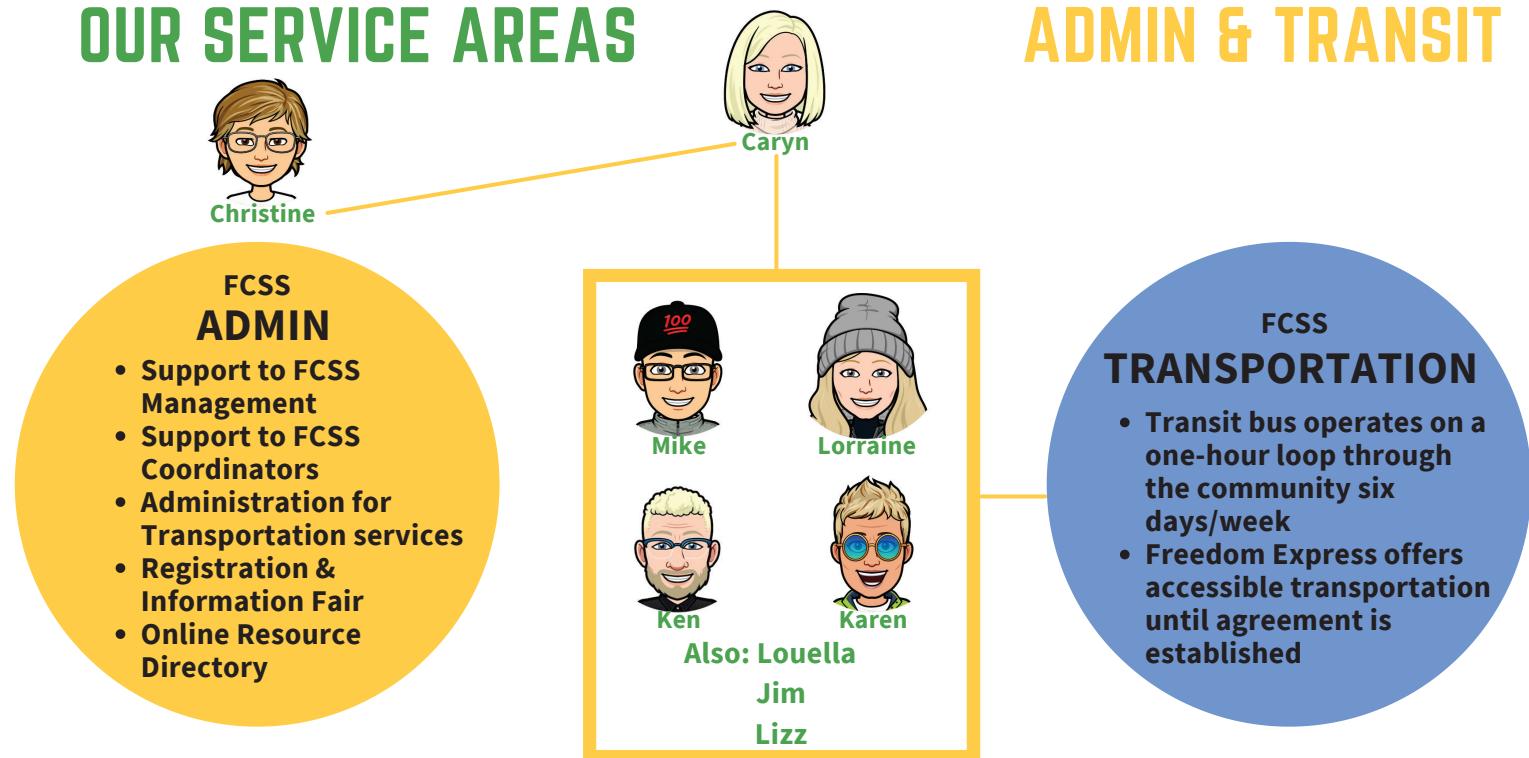


Lisa

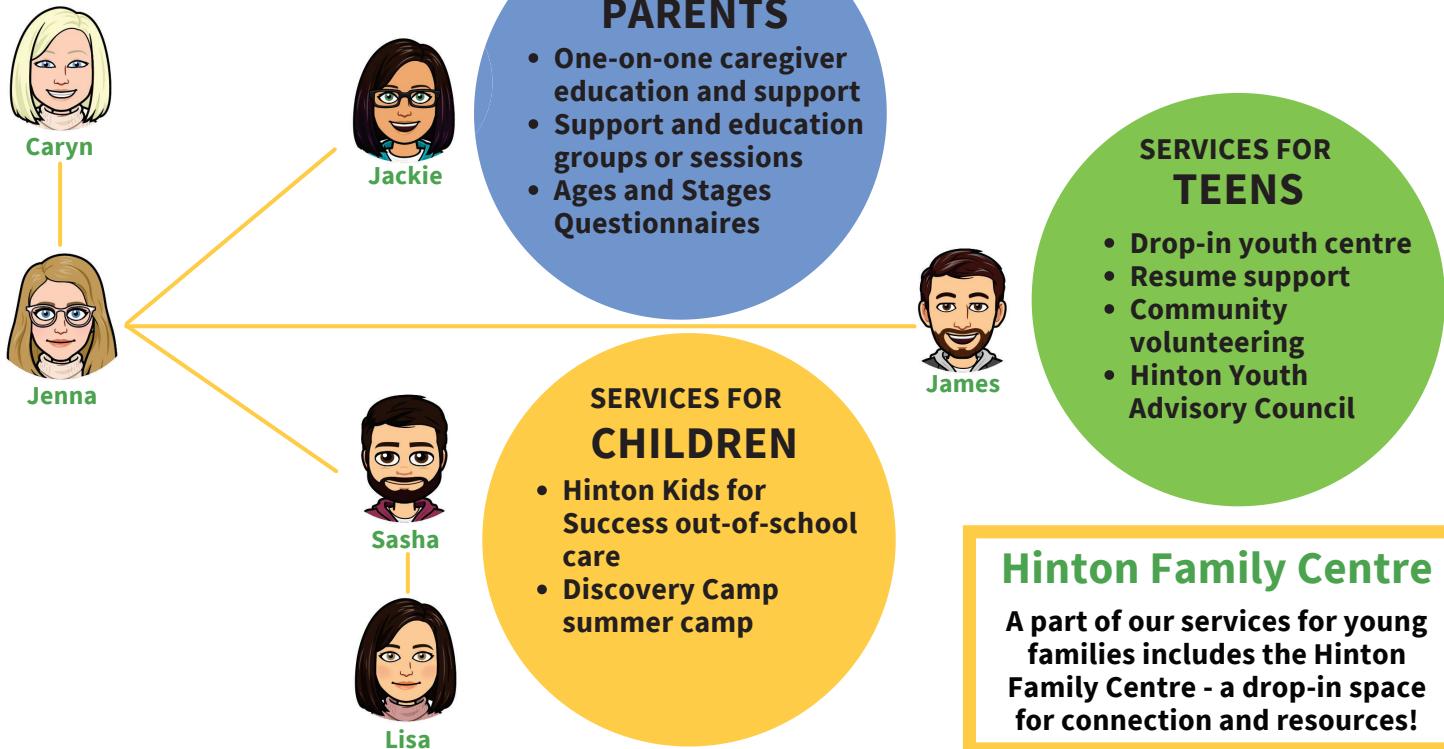
### SERVICES FOR COMMUNITY

- Interagency meetings
- Volunteer Services
- Neighbourhood Block Party Program
- Hello Hinton! Program
- Hinton Family Centre

# OUR SERVICE AREAS



# OUR SERVICE AREAS



# WHAT WE'RE LOOKING FORWARD TO

**JANUARY:** Family Literacy Day (Jan 27)

**FEBRUARY:** Family Day Minute to Win It (Feb 15) & Neighbourly Notes of Kindness

**MARCH:** Compass for the Caregiver Workshop

**APRIL:** 2021 Community Volunteer Income Tax Program

**MAY:** Youth Centre Coffee House Open Mic Night (April 16)

**JUNE:** Seniors' Week (June 1-7) & Elder Abuse Awareness Month

**JULY:** Kids Can Catch Fishing Day (July 10)

**AUGUST:** Discovery Camp (July - August)

**SEPTEMBER:** Reg & Info Fair (early Sept)

**OCTOBER:** Family Week Harvest Supper

**NOVEMBER:** Family Abuse Prevention Month

**DECEMBER/JANUARY:** Alzheimer's/Dementia Care Support Group



## 2021 HIGHLIGHTS

### DISABILITY SUPPORTS

FCSS has established committees to support housing & respite care for people with disabilities

### FAMILY CENTRE

The former Parent Link space has been revamped as the Hinton Family Centre to support young families!

### GRANT PARTNERSHIPS

FCSS worked with partners to apply for several grants to add or improve programs. Decisions are expected in early 2021.

### ENHANCED COLLABORATION

Rural Mental Health project and Family Violence prevention led by FCSS and supported across agencies.

# SAVE THE DATE

FCSS & TRANSPORTATION  
HERE TO HELP Q&A

THURSDAY, FEBRUARY 4  
6:30 - 7:30 PM

We're here to answer all of the  
public's questions about our  
programs and services!



# QUESTIONS?

THANK YOU FOR YOUR TIME.





# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Regular Council Meeting of February 2, 2021

**PRESENTED BY:** Emily Olsen, Chief Administrative Officer

**RE:** **HINTON YOUTH ADVISORY COUNCIL – APPOINTMENT**

### Recommended Action

*That Council appoint \_\_\_\_\_ to the Hinton Youth Advisory Council, with the term ending October 2021.*

### Background

At the October 20, 2020 Organizational Meeting, Council appointed 6 members to the Hinton Youth Advisory Council (HYAC) for a one-year term. As per the Terms of Reference, the HYAC should be made up of 8 students. Thus, further to the above appointments, at the October 20, 2020 Organizational Meeting, Council directed administration to re-advertise for 2 additional students (members) for the Hinton Youth Advisory Council.

Please note motion below:

*OSTASHEK - That Council direct Administration to re-advertise directly with the schools to seek an additional 2 students for the Hinton Youth Advisory Council.*

*Carried Unanimously*

### Analysis

Advertising was done through schools in November 2020 by way of announcements. HYAC members were also encouraged to promote the vacancy directly to students through their schools and the Youth Centre.

When youth were approached, the common feedback was that it was just a stressful time with the continued impacts of COVID-19 and some of the uncertainty around that. Hence, there was a reluctance to make commitments. There was also potential interference with other scheduled activities such as sports. To date, one additional application was received following the re-advertising directly with the schools.

### Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	None
Capital Cost	None
Budget Available	As per Council Remuneration
Source of Funds	Operational Budget

Unbudgeted Costs	
------------------	--

**Level of Service Implications:**

None.

**Public Engagement**

There is no public engagement required for additional advertising for Hinton Youth Advisory Council members.

**Communications**

The member appointed to the Hinton Youth Advisory Council will be notified.

**Risk / Liability**

None.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	Supports Key Strategy 3.1.3: Develop a more consultative approach to operational planning and Key Strategy 3.1.4: Build relationships with community connectors.
<b>Community Sustainability Plan</b>	Yes	The Town of Hinton board structure supports the good governance pillar of the Community Sustainability Plan.
<b>Municipal Policies or Bylaws</b>	Yes	Aligns with Council Committees Bylaw 1070-4 and Council Procedure Bylaw 1060-6.
<b>Provincial Laws or MGA</b>	Yes	Municipal Government Act Section 192(1)
<b>Other Plans or Policies</b>	No	

**Options / Alternatives**

1. That Council appoint \_\_\_\_\_ to the Hinton Youth Advisory Council, with the term ending October 2021.
2. That Council accept the Hinton Youth Advisory Council Appointment as information.
3. That Council refers the Hinton Youth Advisory Council Appointment back to a Standing Committee Meeting for further review and discussion.
4. That Council direct administration to continue advertising for an additional student for the Hinton Youth Advisory Council.

**Attachment(s)**



# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Regular Meeting of Council, February 2, 2021

**FROM:** Emily Olsen, Chief Administrative Officer

**RE:** **REVISED DEBENTURE BYLAW NO. 1150 - PURCHASE OF NEW FIRE ENGINE**

### Recommended Action

*That Council gives First reading of Revised Debenture Bylaw No. 1150.*

*That Council gives Second reading of Revised Debenture Bylaw No. 1150.*

*That Council gives unanimous consent for Third reading of Revised Debenture Bylaw No. 1150.*

*That Council gives Third reading of Revised Debenture Bylaw No. 1150.*

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### Background

A debenture of \$1,300,000 is required for the purchase of a new fire engine as the current engine has reached end of life.

The borrowing bylaw process identifies that once the First Reading of the borrowing bylaw is approved by Council, it must be advertised for 2 weeks followed by a 15-day petition period. The 2nd and 3rd Final bylaw readings are then brought to Council for their approval. This is then followed by a 30-day waiting period before the Bylaw becomes valid (if no application has been made to the Court of Queen's Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed or application is dismissed).

On December 1, 2020, Council gave first reading to Debenture Bylaw No.1150.

On January 5<sup>th</sup>, 2021, Council gave second and third reading to Debenture Bylaw No. 1150 and it was passed unanimously.

### Analysis

It was discovered during the application process that the Bylaw required a disclosure of maximum interest. Unfortunately, the Bylaw did not disclose this percentage as it was inadvertently replaced with the dollar amount of \$100,000. This amount is equivalent to 7.69% and that is the only clerical change/addition that was required and revised within this Bylaw.

*The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments to not exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed \$100,000/year or (7.69%).*

## Borrowing

### Borrowing bylaw

**251(1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

**(2)** A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

**(3)** A borrowing bylaw must be advertised.

1994 cM-26.1 s251

The legal opinion sought in this matter, Municipal Affairs and our Legislative Services Department, all support the approach being taken to correct this clerical error. The *Municipal Government Act* states:

63(1) A council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

**(2)** A bylaw under this section may

- (g) make changes, without materially affecting the bylaw in principle or substance,
  - (i) to correct clerical, technical, grammatical, or typographical errors in a Bylaw.

Further, Section 63(4) states: a bylaw under this section must not be given first reading until after the chief administrative officer has certified in writing that the proposed revisions were prepared in accordance with this section. (See Attachment # 2).

Administration has brought this clerical revision to Council for approval. The application will be accepted on the January 29<sup>th</sup> deadline; however, it will be placed on hold until the revised Bylaw is provided. If this deadline is missed, the next application deadline will be on April 30, 2021.

### Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	\$98,892.64 of estimated Anticipated Principal and Interest Payments for 15 Years
Capital Cost	\$0
Budget Available	\$98,892.64
Source of Funds	Operating Budget Approved 2020 A deposit has been placed on this truck of \$126,618
Unbudgeted Costs	\$0

## Level of Service Implications

With the purchase of the engine, the Town will be able to operate in its full capacity. However, we are currently running at a reduced response level of service in the community until the new engine arrives.

## Public Engagement

The decision to take on debt required the municipality to follow a process requiring public advertising. No additional public engagement is required as per Section 65 of the *Municipal Government Act*.

## Communications

Public communications are provided to Council and residents in way of live streaming Council meetings, publishing Council Highlights that are placed on the Town website, and sent through civicsend.

## Risk / Liability

A deposit has been required upon ordering this vehicle. If the borrowing bylaw is not passed, the Town risks losing the deposit in amount of \$126,618. Administration is hopeful that based on the 2020 approval of this project, the risk of this loss is low.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	Mission: Making decisions to meet the needs of the present without compromising the long-term viability of Hinton and ensuring municipal service delivery supports the changing needs of Hinton. Goal 3: Foster innovative, efficient, and exceptional service delivery. Objective 3.1 – Improve Service Delivery Goal 4: Long-term asset management and maintenance and replacement of existing assets
<b>Community Sustainability Plan</b>	Yes	Theme 3: Governance and Partnerships <ul style="list-style-type: none"> <li>• Providing proactive leadership that is transparent and collaborative &amp;</li> <li>• Providing fiscally responsible and accountable leadership.</li> </ul>
<b>Municipal Policies or Bylaws</b>	Yes	Conforms with the Municipal Policies and Bylaws
<b>Provincial Laws or MGA</b>	Yes	Conforms with the Municipal Government Act, RSA 2000, Section 258, 344, 247 & Section 63(2)(g)(i), 63(4) Section 65.
<b>Other plans or policies</b>	Yes	This initiative is currently identified in the Long-Term Capital Plan as well as in the currently Adopted budget.

## Options:

1. *That Council gives First reading to Revised Debenture Bylaw No. 1150.*

*That Council gives Second reading of Revised Debenture Bylaw No. 1150.*

*That Council gives unanimous consent for Third reading of Revised Debenture Bylaw No. 1150.*

*That Council gives Third reading of Revised Debenture Bylaw No. 1150 as presented.*

2. Council deny the request to enter into a debenture bylaw and allocate funding from the capital reserve funds to cover the total cost of the purchase.

3. Council direct Administration to bring back further information to a future Council meeting for review.

**Attachments**

1. Revised Debenture Bylaw No. 150
2. Letter from CAO Olsen certifying the revision.



**REVISED DEBENTURE BYLAW NO. 1150**  
**OF THE TOWN OF HINTON**  
 (hereinafter referred to as "the Municipality")  
**IN THE PROVINCE OF ALBERTA**

**This, bylaw prepared in accordance with Section 63 of the Municipal Government Act, revises Debenture Bylaw No. 1150.**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,300,000.00 for the purpose of purchasing a new fire engine/pumper truck.**

The Offer to Purchase is a lump sum payment for the new fire engine/pumper truck and the total cost of the purchase is estimated to be \$1,300,000.00 and the Municipality estimated the following grants and contributions will be applied to the project:.

Capital Reserves	\$0
Provincial Grants	\$0
Debentures	<u>\$1,300,000.00</u>
Total Costs	<u>\$1,300,000.00</u>

In order to purchase the new fire engine/pumper truck it will be necessary for the Municipality to borrow the sum of \$1,300,000.00 (the "indebtedness") for a period not to exceed fifteen (15) years, from the Province of Alberta or other authorized financial institutions, by the issuance of debenture and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the fire engine/pumper truck financed under this bylaw is equal to, or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2019 is \$5,611,100.00 and no part of the principal or interest is in arrears.

All required approvals for the purchase have been obtained and the purchase is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW THEREFORE** the Council of the Municipality, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That for the purchasing of the fire engine/pumper truck, the sum of One Million Three Hundred Thousand Dollars (\$1,300,000.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,300,000.00 is to be paid to the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of the fire engine/pumper truck.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments to not exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed \$100,000/year (7.69%).
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay for the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the purchase of the fire engine/pumper truck specified by this bylaw.
7. Debenture Bylaw No.1150 is hereby rescinded upon third and final reading of Revised Debenture Bylaw No. 1150.
8. This bylaw comes into force on the date it is passed.

READ a First time this 2<sup>nd</sup> day of February 2021.

READ a Second time this 2<sup>nd</sup> day of February 2021.

READ a Third time this 2<sup>nd</sup> day of February 2021.

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Mayor

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Director of Corporate Services

## ATTACHMENT 2

January 28, 2021

I, Emily Olsen, Chief Administrative Officer for the Town of Hinton, do hereby certify that the proposed revisions to Bylaw No. 1150 Debenture Bylaw was prepared in accordance with Section 63 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.



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Emily Olsen  
Chief Administrative Officer



# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Regular Council Meeting February 2, 2021

**FROM:** Emily Olsen, Chief Administrative Officer

**RE:** **2021 NON-UNION WAGE INCREASE**

### Recommended Action

*Council approve the 1.9% cost of living increase in wages for non-union Town employees, as included in the 2021 Budget.*

### Background

Council passed the 2021 Budget on December 15, 2020, which included a \$115,000 increase to non-union wages. Included in the total amount is a 1.9% cost of living increase intended to match the 1.9% union wage increase, which equals \$63,649, grid step movements estimated at \$42,202, as well as slight increases to over-time, stand-by, and call-out pay associated with the grid step movements and 1.9% increase.

During the December 15, 2020 meeting, the following motion was made:

*That the non-union wage increase be brought to Council as a Request for Decision no later than February 28, 2021.*

The Town has 164 employees, 47 of which are non-union. These employees are in positions throughout the organization, ranging from clerical staff to directors.

**Figure 1: Employee Count, December 2020**

Employee Count	
TOTAL	164
Salaried	47
Union	97
Paid On-Call (firefighters)*	20
Full Time	87
Part Time	36
Temporary	6
Casual	16

\* Paid On-Call firefighters are not Town employees and would be excluded from the requested wage increase.

A grid step movement is when an employee moves up to the next wage in their grid line. For union employees, the timing of this increase is prescribed in Schedule A of the Collective Agreement:

Movement on the Grid is not conditional and is an automatic progression. Employees on Step 1 of the 3-Step Grid shall move to Step 2 of the Grid after six (6) months of full-time

service (or equivalent). All other movements on the 3-Step Grid shall occur after one (1) year of full-time service (or equivalent) at the existing step.

For non-union employees, the step movement timing is prescribed in Employment Offer Letters. Offer Letters are, in essence, form the basis of the Town's employment contract with non-union employees. The first movement to the next step occurs after six (6) months of employment, and any further steps happen after one (1) year. The majority of non-union employees have reached the top of their grid, and do not receive increases outside of any cost of living increases each year.

Since 2012, the union successfully negotiated increases, and the salary workforce received smaller increases.

**Figure 2: Wage Increase 2012-2020**

Year	Salary Wage Increase	Union Wage Increase
2012	2.90%	4.25%
2013*	1.00%	\$0.35 - \$0.93/hour
2014	2.00%	2.75%
2015	2.00%	3.00%
2016	2.00%	3.50%
2017	2.00%	1.00%
2018	2.00%	2.00%
2019	0.00%	1.90%
2020	0.00%	1.90%
<b>2012-2018 Total Compound Increase</b>	<b>13.9%</b>	<b>21.3%</b>

\*2013 was estimated using a 1% increase

## Analysis

As noted in Figure 2, the union wages have outpaced the non-union wages by approximately 7.4%. This has caused a few challenges for the Town.

There are situations where there is insufficient compression rate; where employees can make more than their supervisor. The Town has mitigated this risk with other strategies, such as paying supervisors to participate on the on-call schedule, but COVID-19 and other budgetary pressures have eroded these strategies. Any further, unmatched increase to union-wages will contribute to an insufficient compression rate, which contributes to an imbalanced pay structure and can negatively impact the workplace culture.

Recruitment and retention, which is already a challenge, is made more difficult with stagnant wages. While the long-term impacts of COVID-19 on recruitment and retention remain unknown, we already have two high-level vacancies which the Town previously had difficulties recruiting for due to lack of candidates and an uncompetitive wage. Wage increases, which account for increased cost of living, as well as offering a competitive wage, may help to retain employees and offer a consistent level of service to our community.

The major challenge is created not just by the unmatched growth of the union wages, but by the implied lack of acknowledgement and appreciation of those in the organization who would not receive a wage increase. This, compounded with their union staff wages coming ever closer to their own, provides little incentive to taking on these leadership roles.

As the Council has been made aware by ongoing feedback from the CAO, the current Town culture is in need of attention. Organizational culture issues contribute to higher legal costs and increased investigations. It also leads to disengagement and lower productivity. In years of budget constraint, continued service delivery is reliant upon employees doing more with less, exerting greater effort to offset the lack of other resources. For example, the successful response to COVID-19 was achieved, in part, from many hours of unpaid overtime worked by employees, especially the leadership team.

In the next 2 to 5 years, the Town will be facing a wave of retirements, concentrated in our Infrastructure Services Department. Internal succession planning is hampered when candidates must choose a decreased wage for an increase in responsibilities.

This is a challenging budget year for all Alberta Municipalities, especially those who had a less robust financially responsible response to the COVID-19 pandemic. Many Municipalities used a 0% COLA increase as a way to reduce budgets in response to the business and resident impacts of COVID-19. The Municipalities which did so considered the current state of their Administrations wages, and other budgetary factors and was a decision unique to each Municipality's needs, with those with lower wages still pursuing COLA increases. Some Municipalities acknowledged that future adjustments will be required to lessen the impact of a one time 0% increase, and rescheduled salary reviews to support these adjustments happening sooner.

Other than Edson, no Municipalities considered increasing other benefits, such as vacation, to mitigate the impact of a 0% wage increase. Benefits have their own cost, and do not always make up for the shortfall in wages when it comes to recruitment, retention, and employee satisfaction.

### Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	\$63,649
Capital Cost	\$0
Budget Available	\$115,000 budgeted wage increase
Source of Funds <ul style="list-style-type: none"> <li>○ Budgeted Amount</li> <li>○ Grants (successful/unsuccessful)</li> </ul>	Costs are included in the approved 2021 Budget
Unbudgeted Costs <ul style="list-style-type: none"> <li>○ Options for where to acquire the necessary funds</li> </ul>	\$0

### Asset Management Implications (if applicable)

Not applicable.

### Public Engagement (if applicable)

Not applicable.

### Communications

Not applicable.

### Risk / Liability (if applicable)

- Employees earning as much, if not more than, their supervisors
- Challenge in recruiting with uncompetitive wages

- Disengaged employees resulting in lower productivity

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	<ul style="list-style-type: none"> <li>▪ Council's Mission includes reference to "Making decisions to meet the needs of the present without compromising the long-term viability of Hinton".</li> <li>▪ KS 3.1.2: Create an environment and culture of excellence.</li> </ul>
<b>Community Sustainability Plan</b>	Yes	<ul style="list-style-type: none"> <li>▪ Theme 3: Governance and Partnerships</li> <li>▪ Providing proactive leadership that is transparent and collaborative &amp;</li> <li>▪ Providing fiscally responsible and accountable leadership.</li> </ul>
<b>Municipal Policies or Bylaws</b>	Yes	Conforms will all required and related Policies and Bylaws.
<b>Provincial Laws or MGA</b>	Yes	Section 242(1), 245, 313 Municipal Government Act
<b>Other plans or policies</b>	Yes	Conforms will all required and related Plans and Policies.

### Options / Alternatives

1. That Council approves the 1.9% cost of living increase in non-union wages for Town employees, as included in the 2021 Budget.
2. Council approves an increase in wages for non-union Town employees as amended by Council.
3. Council refers the non-union wage increase back to a Standing Committee Meeting for further review and discussion.
4. Council reduces eliminates the 1.9% cost of living increase in non-union wages for Town employees, reducing the 2021 budget by \$63,649.

### Attachment(s)

1. 2020 Salary Grid
2. 2021 Salary Grid with 1.9% increase

## Town of Hinton - 2020 Salaried Employee Grid



Effective: 2020-10-29  
% Increase: 0%

Level	Job Title	Ent	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	CAO Chief Administrative Officer	CAO						\$ 180,000.00
L1	Director of Infrastructure Services	ISB	\$ 131,768.66	\$ 136,768.66	\$ 142,239.41	\$ 147,928.99	\$ 153,846.15	\$ 160,000.00
L1.1	Director of Protective Services	PS	\$ 115,069.80	\$ 119,672.59	\$ 124,459.49	\$ 129,437.87	\$ 134,615.38	\$ 140,000.00
L1.1	Director of Community Services	Comm Serv	\$ 115,069.80	\$ 119,672.59	\$ 124,459.49	\$ 129,437.87	\$ 134,615.38	\$ 140,000.00
L1.1	Director of Corporate Services	Corp Serv	\$ 115,069.80	\$ 119,672.59	\$ 124,459.49	\$ 129,437.87	\$ 134,615.38	\$ 140,000.00
L2			\$ 106,850.53	\$ 111,124.55	\$ 115,569.53	\$ 120,192.31	\$ 125,000.00	\$ 130,000.00
L3	Public Works Planning & Project Manager	ISB	\$ 102,418.26	\$ 106,514.99	\$ 110,775.59	\$ 115,206.61	\$ 119,814.87	\$ 124,607.46
L3	Infrastructure Services Supervisor, Utilities	ISB, UT	\$ 102,418.26	\$ 106,514.99	\$ 110,775.59	\$ 115,206.61	\$ 119,814.87	\$ 124,607.46
L3	Engineering & Development Services Manager	CAO, DS	\$ 102,418.26	\$ 106,514.99	\$ 110,775.59	\$ 115,206.61	\$ 119,814.87	\$ 124,607.46
L4	Parks, Recreation & Culture Manager	Comm Serv	\$ 93,283.82	\$ 97,015.56	\$ 100,895.42	\$ 104,931.83	\$ 109,127.92	\$ 113,494.22
PHO	Human Resources Manager	CAO, HR	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99

# Town of Hinton - 2020 Salaried Employee Grid



**Effective:** 2020-10-29

**% Increase:** 0%

Level	Job Title	Ent	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L5	Infrastructure Services Supervisor, Public Works	ISB, PW	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99
L5	Engineering and Capitol Project Manager	CAO, DS	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99
L5	Municipal Planner	CAO, DS	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99
L5	FCSS Manager	FCSS	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99
L5	Economic Development Officer	CAO, DS	\$ 88,705.31	\$ 92,254.24	\$ 95,943.94	\$ 99,781.79	\$ 103,773.02	\$ 107,924.99
L6	Maintenance Services Supervisor	ISB, MTCE	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L6	Accounting Supervisor	Corp Serv, FN	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L6	Deputy Fire Chief	PS	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L6	Parks & Arena Supervisor	Rec, AP	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L6	Aquatic Supervisor	Rec, Aquatic	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
P6	FCSS Assistant Manager	FCSS	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65

# Town of Hinton - 2020 Salaried Employee Grid



Effective: 2020-10-29

% Increase: 0%

Level	Job Title	Ent	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L6	Recreation Administration Supervisor	Rec Corp Serv, Coms	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L6	Strategic Services Manager	Corp Serv, Coms	\$ 84,126.80	\$ 87,490.82	\$ 90,990.36	\$ 94,630.69	\$ 98,418.11	\$ 102,353.65
L7	IT Coordinator	Corp Serv	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L7	Human Resources Advisor	CAO, HR	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L7	Planning Technologist	CAO, DS	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L7	Library Services Manager	Libra Service	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L7	Payroll & Benefits Coordinator	CAO, HR	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L7	Health & Safety Coordinator	PS Corp Serv, Coms	\$ 78,404.18	\$ 81,538.12	\$ 84,803.38	\$ 88,194.72	\$ 91,722.63	\$ 95,391.33
L8	Legislative Clerk	Corp Serv, Coms	\$ 69,247.15	\$ 72,016.53	\$ 74,898.32	\$ 77,892.53	\$ 81,008.61	\$ 84,250.77
L8	Executive Assistant	CAO	\$ 69,247.15	\$ 72,016.53	\$ 74,898.32	\$ 77,892.53	\$ 81,008.61	\$ 84,250.77
P8	Human Resources Assistant	CAO, HR	\$ 64,668.63	\$ 67,255.21	\$ 69,945.80	\$ 72,744.59	\$ 75,652.66	\$ 78,681.54

# Town of Hinton - 2020 Salaried Employee Grid



**Effective:** 2020-10-29  
**% Increase:** 0%

Level	Job Title	Ent	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L9	Library Services, Assistant Manager	Library Service	\$ 64,668.63	\$ 67,255.21	\$ 69,945.80	\$ 72,744.59	\$ 75,652.66	\$ 78,681.54
L9	Lieutenant / Firefighter	CAO, PS	\$ 64,668.63	\$ 67,255.21	\$ 69,945.80	\$ 72,744.59	\$ 75,652.66	\$ 78,681.54

\*\* Please note that the above is based on full-time hours.

# Town of Hinton - 2021 Salaried Employee Grid



Effective: 2021-01-01  
% Increase: 1.9%

Level	Job Title	ment	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	CAO Chief Administrative Officer	CAO						\$ 183,420.00
L1	Director of Infrastructure Services	ISB	\$ 134,272.26	\$ 139,367.26	\$ 144,941.96	\$ 150,739.64	\$ 156,769.23	\$ 163,040.00
L1.1	Director of Protective Services	PS	\$ 117,256.13	\$ 121,946.37	\$ 126,824.22	\$ 131,897.19	\$ 137,173.07	\$ 142,660.00
L1.1	Director of Community Services	Comm Serv	\$ 117,256.13	\$ 121,946.37	\$ 126,824.22	\$ 131,897.19	\$ 137,173.07	\$ 142,660.00
L1.1	Director of Corporate Services	Corp Serv	\$ 117,256.13	\$ 121,946.37	\$ 126,824.22	\$ 131,897.19	\$ 137,173.07	\$ 142,660.00
L2			\$ 108,880.69	\$ 113,235.92	\$ 117,765.35	\$ 122,475.96	\$ 127,375.00	\$ 132,470.00
L3	Public Works Planning & Project Manager	ISB	\$ 104,364.21	\$ 108,538.77	\$ 112,880.33	\$ 117,395.54	\$ 122,091.35	\$ 126,975.00
L3	Infrastructure Services Supervisor, Utilities	ISB, UT	\$ 104,364.21	\$ 108,538.77	\$ 112,880.33	\$ 117,395.54	\$ 122,091.35	\$ 126,975.00
L3	Engineering & Development Services Manager	CAO, DS	\$ 104,364.21	\$ 108,538.77	\$ 112,880.33	\$ 117,395.54	\$ 122,091.35	\$ 126,975.00
L4	Parks, Recreation & Culture Manager	Comm Serv	\$ 95,056.21	\$ 98,858.86	\$ 102,812.43	\$ 106,925.53	\$ 111,201.35	\$ 115,650.61
PHS	Human Resources Manager	CAO, HR	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56

# Town of Hinton - 2021 Salaried Employee Grid



Effective: 2021-01-01  
 % Increase: 1.9%

Level	Job Title	ment	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L5	Infrastructure Services Supervisor, Public Works	ISB, PW	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56
L5	Engineering and Capitol Project Manager	CAO, DS	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56
L5	Municipal Planner	CAO, DS	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56
L5	FCSS Manager	FCSS	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56
L5	Economic Development Officer	CAO, DS	\$ 90,390.71	\$ 94,007.07	\$ 97,766.87	\$ 101,677.64	\$ 105,744.71	\$ 109,975.56
L6	Maintenance Services Supervisor	ISB, MTCE	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L6	Accounting Supervisor	Corp Serv, FN	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L6	Deputy Fire Chief	PS	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L6	Parks & Arena Supervisor	Rec, AP	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L6	Aquatic Supervisor	Rec, Aquatic	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
P6	FCSS Assistant Manager	FCSS	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37

# Town of Hinton - 2021 Salaried Employee Grid



Effective: 2021-01-01  
% Increase: 1.9%

Level	Job Title	ment	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L6	Recreation Administration Supervisor	Rec Corp Serv, Coms	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L6	Strategic Services Manager	Corp Serv, Coms	\$ 85,725.21	\$ 89,153.15	\$ 92,719.18	\$ 96,428.67	\$ 100,288.05	\$ 104,298.37
L7	IT Coordinator	Corp Serv	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L7	Human Resources Advisor	CAO, HR	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L7	Planning Technologist	CAO, DS	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L7	Library Services Manager	Libra Service	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L7	Payroll & Benefits Coordinator	CAO, HR	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L7	Health & Safety Coordinator	PS Corp Serv, Coms	\$ 79,893.86	\$ 83,087.34	\$ 86,414.64	\$ 89,870.42	\$ 93,465.36	\$ 97,203.77
L8	Legislative Clerk	Corp Serv, Coms	\$ 70,562.85	\$ 73,384.84	\$ 76,321.39	\$ 79,372.49	\$ 82,547.77	\$ 85,851.53
L8	Executive Assistant	CAO	\$ 70,562.85	\$ 73,384.84	\$ 76,321.39	\$ 79,372.49	\$ 82,547.77	\$ 85,851.53
P8	Human Resources Assistant	CAO, HR	\$ 65,897.33	\$ 68,533.06	\$ 71,274.77	\$ 74,126.74	\$ 77,090.06	\$ 80,176.49

# Town of Hinton - 2021 Salaried Employee Grid



Effective: 2021-01-01  
% Increase: 1.9%

Level	Job Title	ment	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
L9	Library Services, Assistant Manager	Library Service	\$ 65,897.33	\$ 68,533.06	\$ 71,274.77	\$ 74,126.74	\$ 77,090.06	\$ 80,176.49
L9	Lieutenant / Firefighter	CAO, PS	\$ 65,897.33	\$ 68,533.06	\$ 71,274.77	\$ 74,126.74	\$ 77,090.06	\$ 80,176.49
** Please note that the above is based on full-time hours.								



# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Regular Council Meeting of February 2, 2021

**FROM:** Beaver Boardwalk Committee

**RE:** **BEAVER BOARDWALK RECOMMENDATIONS & DELIVERABLES**

### Recommended Action

*That Council approve the Beaver Boardwalk Committee recommendations as outlined in this report.*

*That Council establish an oversight committee for the ongoing rehabilitation, and sustainability of the Boardwalk, the composition of the committee will be determined through the Terms of Reference, and the committee must include representation from community stakeholder groups.*

*That Council direct Administration to bring a Terms of Reference for the new Boardwalk committee prior to June 30, 2021.*

*That Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that revaluation of this amount shall occur on an ongoing basis.*

*That Council direct Administration to bring a report to a Standing Committee meeting with options for the removal of duplicated boardwalk and trail sections, and with input from the oversight committee once established.*

*That Council approve the 2021 MSP funded workplan.*

*That Council dissolve the current Beaver Boardwalk Committee subsequent to a handover meeting with the new committee.*

---

### Background

The Beaver Boardwalk Committee (BEBO Committee) was established in July of 2019 with the purpose of gathering, studying and discussing all relevant information regarding the Beaver Boardwalk condition and rehabilitation project in order to provide Council with recommendations, and to inform Council in making informed and transparent decisions regarding the Boardwalk's future.

The Committee's Terms of Reference (Attachment 1) sets out the following deliverables for the committee:

1. Formulate a vision regarding the Beaver Boardwalk
2. Seek additional stakeholder and subject matter experts' input
3. Formulate recommendations for approval by Council regarding:
  - a. Beaver Boardwalk Service Level
  - b. Current Maintenance of the Beaver Boardwalk
  - c. Rehabilitation

- d. Financial and budgetary impact
- e. Other recommendations deemed applicable

Since the Committee's inception, the group has worked to understand the Alberta Environment Water Act, and its various application processes. Further, the Committee has lobbied at the provincial level in order to streamline and advance the Town's application to more quickly and definitively understand the scope of work that will be permissible within the wetland boundary. Without an understanding of the scope of work, Committee deliverables related to maintenance and rehabilitation could not be determined in entirety.

Administration first received partial approval from Alberta Environment to conduct low level type maintenance that includes the use of hand tools to straighten and brace the existing structures, and to build new boardwalk on top of existing gravel trails that often become washed out or submerged in water. The remainder of the application, which allows for the responsible use of machinery in the area in order to fully replace and repair sections was received from Alberta Environment in the first week of January 2021.

A community engagement survey in 2019 was also conducted to help the Committee understand which areas and sections of the boardwalk are most frequented and deemed of high importance to the overall Boardwalk system. The intent of this survey was to understand and assist in shaping future maintenance plans and a strategized expenditure of any future allocated funds.

The Committee has also undertaken a stakeholder identification exercise and engagement plan. One in person stakeholder engagement meeting was held with local subject and historical matter experts. This meeting yielded important insight related to deliverables 3b (current maintenance), 3c (rehabilitation), and 3e (other recommendations). Other historical business partners were also engaged by Administration to determine appetite for future support related to rehabilitation initiatives. The response was positive, but without a full rehabilitation plan in place, the scale of commitment and involvement has not been formalized.

In November of 2020, the Committee became aware of successful MSP grant applications conducted by Administration which will provide much needed, but previously unanticipated funds to assist in achieving rehabilitation deliverables. With an influx of funding in the amount of \$300,000, the Committee is now able to propose a work plan that fits within the parameters of the awarded grants and the final approval received from Alberta Environment in the first week of January 2021.

With this new information, the Committee provided recommendations to Council related to the Committee's deliverables at the January 19, 2021 Standing Committee Meeting of Council. Committee then provided the following direction: *"That Committee direct the Beaver Boardwalk Committee recommendations be brought to the February 2, 2020 Regular Council Meeting for decision".*

## Analysis

The below information provides both updates related to the deliverables, as well as Committee recommendations where applicable:

### **1. Formulate a vision regarding the Beaver Boardwalk**

The Committee established and presented the following vision to Council: "The Beaver Boardwalk is a beloved community asset that balances a fiscally responsible, safe, outdoor recreational and educational experience with minimal impact to the natural landscape".

## 2. Seek additional stakeholder and subject matter experts' input

- One survey was conducted. The engagement on this matter was conducted both online and in person.
- Stakeholder identification exercise conducted.
- Stakeholder engagement plan created. This will require adaptation based on grant funding requirements and other related recommendations from the Committee.
- One stakeholder meeting was held with subject matter and historical experts.
- Administration connected with previous business partners to gauge future involvement opportunities.
- Stakeholder emails were also sent out; however, some activities were difficult to manage due to the impacts of the pandemic.

## 3. Formulate recommendations for approval by Council regarding:

Please note that recommendations with an asterisk (\*) require a motion of Council and will be presented as individual motions should Committee direct Administration to bring the Beaver Boardwalk Committee Recommendations to a Regular Meeting of Council for decision.

Recommendation #	Proposed Recommendation	Associated Deliverable
* Recommendation 1	<p>Establish an oversight committee for the ongoing rehabilitation, and sustainability of the Boardwalk. The composition of the committee will be determined through the establishment of the Terms of Reference. The committee must include representation from community stakeholder groups.</p> <p><b>Note:</b> Please see Attachment 2 for a list of previously identified stakeholder groups.</p>	3e: Other recommendations deemed applicable
Recommendation 2	The Boardwalk Service Level and maintenance plans for 2022 and beyond will be determined by Administration with input from the established oversight committee and will be approved by Council.	3a: Beaver Boardwalk Service Level
* Recommendation 3	Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that revaluation of this amount shall occur on an ongoing basis.	3b: Current Maintenance of the Boardwalk  3d: Financial and Budgetary Impacts
Recommendation 4	That maintenance plans include funding to update, increase, and or/replace educational signage.	3d: Financial and Budgetary Impacts

		3c: Rehabilitation
Recommendation 5	That replacement of large sections and other projects beyond the scope of maintenance be funded through a combination of reserve and grant funding.	3d: Financial and Budgetary Impacts
Recommendation 6	To ensure the widening (to a minimum of 1.8m) of the boardwalk at points of interest and on heavily used arterial sections of the Boardwalk.	3c: Rehabilitation
Recommendation 7	To use helical piles in the wetland area when replacing sections of Boardwalk where remediation of the current structure is no longer possible, or as planned within the annual maintenance plan. Alternative footing choices may be used in the upland area.	3c: Rehabilitation
Recommendation 8	To reduce the need for railings, Boardwalk structures should remain below 3 feet in height where possible. Railings will be used in areas as required by building code and where reasonably practicable to protect public safety and/or to reduce liability.	3c: Rehabilitation
Recommendation 9	That replacement decking be pressure treated softwood.	3b: Current Maintenance of the Boardwalk  3c: Rehabilitation
Recommendation 10	That the site be marketed in alignment with the vision statement.	3a: Beaver Boardwalk Service Level  3e: Other recommendations deemed applicable
Recommendation 11	To minimize the impact to aquatic wildlife, water-based programming will be discouraged. Ice activities will continue to be encouraged.	3a: Beaver Boardwalk Service Level  3e: Other recommendations deemed applicable

* Recommendation 12	That Council direct Administration to bring a report to a Standing Committee meeting with options for the removal of duplicated boardwalk and trail sections and with input from the oversight committee once established.	3c: Rehabilitation
* Recommendation 13	That Council approve the 2021 MSP funded workplan.	3c: Rehabilitation  3d: Financial and Budgetary Impacts
* Recommendation 14	That Council dissolve the current Beaver Boardwalk Committee subsequent to a handover meeting with the new committee.	3e: Other recommendations deemed applicable

### Implications of Decision

Should Committee direct Administration to bring the Beaver Boardwalk Committee recommendations for decision on February 2, 2021, Administration will immediately begin drafting tender documents, procurement of supplies as needed, and will begin communication plans related to the work that will be forthcoming in 2021.

Any delay to the approval of the recommendations or the workplan will result in delay of the tendering process and commencement of work which requires winter conditions to conduct. Such a delay could risk completion of the MSP Grant parameters which require that the project be completed, and funds expensed within the 2021 calendar year.

Given that no maintenance funds were allocated to the Boardwalk through the 2021 budget process due to lack of Water Act Approval at that time, approval of the recommendations and MSP workplan will ensure that the boardwalk receives much needed maintenance and rehabilitation in 2021.

The workplan includes maintenance to the following areas using materials and project parameters as outlined in the recommendations. Please refer to the Boardwalk map (Attachment 3) which demonstrates the areas of work:

1. Main Entrance – Sutherland Street Access
2. Section L – Beaver Boardwalk Pond Crossing
3. Between Section C/D - Trail Connector
4. Section B – Lakeside at Dock

Financial Implication	
Items	Comments
Operating Cost/Implications	\$0
Capital Cost	\$300,000.00
Budget Available	\$300,000.00
Source of Funds	\$300,000.00 Approved MSP Grant Funding
Unbudgeted Costs	

#### **Level of Service Implications:**

Upon the completion of the 2021 MSP Grant funded workplan, the public experience at the boardwalk will be significantly improved from its current state.

#### **Public Engagement:**

Different forms of engagement were conducted by the committee to establish the recommendations outlined in this report.

Due to the unexpected influx of grant funding and the associated grant timelines, the Beaver Boardwalk Committee has established a work plan that does not contradict feedback received from engagement already conducted. However, time constraints will not allow for specific engagement on the workplan itself.

#### **Communications:**

Communications with respect to the MSP workplan and funds will be communicated prior to Council decision at the February 2, 2021 Council meeting. Additional communications will occur as the project develops, including tender information and project scheduling.

#### **Risk / Liability:**

Any delay to the MSP funded workplan may jeopardize the Town's ability to use the approved grant funding as most work must be conducted in frozen conditions.

To reduce this risk, Administration is engaging in conversations with grant administrators with respect to the delicate nature of the environment in which this project is to occur, and thus the importance/need to be reliant on winter weather conditions. It is Administration and the Beaver Boardwalk Committee's hope that grant administrators may allow for carry forward of funds into the winter months of 2022 in order to complete the project if required. Contact on this has been initiated and Administration will advise the Committee and Council of the outcome.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	KS 1.2.2: Sustain and expand 12-month recreation. KS 3.1.3: Develop a more consultative approach to operational planning. KS 3.1.4: Build relationships with community connectors KS 4.1.1: Continue preventative maintenance program. KS 4.1.3: Maintain and enhance Hinton's indoor and outdoor recreation infrastructure.
<b>Community Sustainability Plan</b>	Yes	"Celebrates our unique cultural heritage, small-town charm and natural landscape".  "Making decisions that meet the needs of the present without compromising long-term viability of our community".

		“follow sustainability principles, ensure actions are completed and invite citizen involvement”.
<b>Municipal Policies or Bylaws</b>	Yes	Land Use Bylaw, Public Participation Policy
<b>Provincial Laws or MGA</b>	Yes	Wetland Policy
<b>Other Plans or Policies</b>	Yes	POST

### Options / Alternatives

1. That Council approve the Beaver Boardwalk Committee recommendations as outlined in this report.

That Council establish an oversight committee for the ongoing rehabilitation, and sustainability of the Boardwalk, the composition of the committee will be determined through the Terms of Reference, and the committee must include representation from community stakeholder groups.

That Council direct Administration to bring a Terms of Reference for the new Boardwalk committee prior to June 30, 2021.

That Council approve the reintroduction of maintenance dollars in the amount of \$60,000 within the annual operating budget beginning in 2022, and that revaluation of this amount shall occur on an ongoing basis.

That Council direct Administration to bring a report to a Standing Committee meeting with options for the removal of duplicated boardwalk and trail sections, and with input from the oversight committee once established.

That Council approve the 2021 MSP funded workplan.

That Council dissolve the current Beaver Boardwalk Committee subsequent to a handover meeting with the new committee.

2. That Council recommend the Beaver Boardwalk Committee Recommendations and Deliverables report be brought to a future Standing Committee Meeting for further discussion.
3. That Council refer the recommendations back to the Beaver Boardwalk Committee for revision.

### Attachment(s)

Attachment 1: BEBO Committee Terms of Reference

Attachment 2: Stakeholder Identification List

Attachment 3: Boardwalk Map



## BEAVER BOARDWALK COMMITTEE TERMS OF REFERENCE

**JULY 9, 2019**

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### **1.0 PURPOSE**

**1.1** The purpose of the Beaver Boardwalk Committee (BeBo Committee) is to gather, study and discuss all relevant information regarding the Beaver Boardwalk condition and rehabilitation project in order to provide Council recommendations.

### **2.0 OBJECTIVE**

**2.1** To facilitate Council in making informed and transparent decisions regarding the Beaver Boardwalk's future.

### **3.0 DELIVERABLES**

**3.1** The BeBo Committee is expected to:

- 3.1.1 Formulate a vision regarding the Beaver Boardwalk (BBW) and present this vision to Council for discussion and adoption prior to the BeBo Committee's third meeting;
- 3.1.2 Utilize, and if deemed, seek additional, Stakeholder's and matter experts' input;
- 3.1.3 Formulate recommendations for approval by Council regarding:
  - A. Service level related tot the BBW;
  - B. Maintenance of the current BBW;
  - C. Rehabilitation;
  - D. Financial and budgetary impact; and
  - E. Other recommendations as deemed applicable by the BeBo Committee or Council.

3.1.4 Present to Standing Committee of Council at least two (2) times in 2019

**3.2** The BeBo Committee may conduct Public Engagement Sessions permitting budget allocations.

**3.3** Council may request that the BeBo Committee prepares additional reports as required (see 8.1).

## **4.0 COMPOSITION**

- 4.1** The BeBo Committee is to be comprised of up to six (6) members, including:
  - 4.1.1** Two (2) appointed Town of Hinton Council representatives;
  - 4.1.2** The Mayor; and
  - 4.1.3** Three (3) Town of Hinton Administration representatives.
- 4.2** Members must be appointed by Council, as per the Council Committees Bylaw #1070-4.

## **5.0 MEMBERSHIP DUTIES**

- 5.1** Members must engage with Stakeholders of the community at-large as a BeBo Committee representative.
- 5.2** Members will be responsible for:
  - 5.2.1** Obtaining, considering and presenting Stakeholders' input where applicable;
  - 5.2.2** Incorporating all legislative laws, codes and other applicable best practices in the reports and recommendations;
  - 5.2.3** Attending all scheduled meetings or in case of absence notifying the BeBo Committee.

## **6.0 MEETINGS**

- 6.1** The BeBo Committee is expected to hold monthly meetings.
- 6.2** Meetings are expected to not exceed 2 hours in length.

## **7.0 CONDUCT**

- 7.1** The BeBo Committee Members must adhere to the Council Code of Conduct Bylaw #1124.

## **8.0 REPORTING**

- 8.1** The BeBo Committee is expected to report at least twice to the Standing Committee of Council as follows:
  - 8.1.1** Once to present a recommended vision and progress report before their third meeting; and

8.1.2 Once in November to present a final report with recommendations for approval.

**8.2** The BeBo Committee may present additional reports to Council as they deem necessary.

## **9.0 RESOURCES**

**9.1** Council members will receive remuneration as per set policy.

**9.2** All expenses except mentioned in 9.1, up to a maximum of \$3,000.00 will be paid out of the 2019 carry forward funds from the Beaver Boardwalk Concept Design and Feasibility Report.

## **10.0 DEFINITIONS**

**10.1** **Public Engagement Session:** events such as coffee sessions or polls designed to obtain input and/or feedback.

**10.2** **Stakeholders:** residents, businesses, and organizations that are affected by the decisions of Hinton's Town Council.

**10.3** **Vision:** a high-level statement that clearly communicates the direction and expectation of Council.

## **11.0 REFERENCES**

**11.1** Council Committees Bylaw #1070-4.

**11.2** Council Code of Conduct Bylaw #1124

**11.3** Beaver Boardwalk Concept Design and Feasibility Report (2018)

## APPENDIX A 2019 TIMELINE

### July

- **Beaver Boardwalk Committee Terms of Reference**
- First Meeting

### August

- Monthly Meeting
- **Reporting to Standing Committee of Council (Vision statement prior to BeBo Committee's third meeting)**

### September

- Monthly Meeting

### October

- Monthly Meeting

### November

- **Reporting to Standing Committee of Council**  
(in support of preparation of the 2020 Budget)

Beaver Boardwalk Stakeholder Identification List

1. Whiskey Jacks
2. Schools – Examples: Students and Teachers
3. Tourism – Examples: Chamber, DAN-R, Local tour companies
4. HMBA
5. Local Maxwel Lake Area Residents
6. Town of Hinton Residents – Other
7. Alberta Environment
8. Project Supports/Possible Partners – Examples: West Fraser, Teck, Communities in Bloom, FRIAA, Volunteers





# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST     REQUEST FOR DECISION     INFORMATION ITEM

**DATE:** Regular Meeting of Council, February 2, 2021

**FROM:** Emily Olsen, Chief Administrative Officer

**RE: SUPPORT FOR ALBERTA COMMUNITY PARTNERSHIP GRANT CO-APPLICATION**

### Recommended Action

*That Council provide a letter of support to the Town of Drayton Valley, outlining the Town of Hinton's support of the joint application for the Alberta Community Partnership Grant.*

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### Background

The idea and concept of fostering a climate of collaboration between urban municipalities with a population up to 15,000 'took root' while CAOs for the Towns of Whitecourt, Rocky Mountain House, Hinton and Drayton Valley attended a brain storming session aiming to develop a potential economic framework between the respective municipalities and the possibility for jointly applying for the C.A.R.E.S Grant in November 2019.

From this initial collaborative effort, the idea of inter-municipal collaboration was born and emanated into further interest to explore collaboration options where resources, internal skills and best practice amongst municipal partners could be harnessed, thereby being able to provide an excellent level of service to respective communities.

The Alberta Community Partnership Grant has a stream in which the Town of Drayton Valley has applied: Intermunicipal Collaboration, which provides funding to partnerships of two or more municipalities to develop regional plans, service delivery frameworks and regional service delivery efficiencies.

In the letter requesting a letter or motion of support, the date for submission states February 2, 2021; however, the date of submission was January 5, 2021. Letters of support were not required at the time of submission.

### Analysis

The purpose of the Inter-Municipal Collaboration (IC) project is to streamline services in municipalities under 15,000 that have similar challenges with resources or limited staff in skilled areas such as in Planning and Development, Economic Development, Engineering, Water Treatment, Fire Services, Safety, Information Technology and Assessment Services.

The intention of the use of grant funds is to research, develop and pilot the IC framework with municipal partners, with the outcome to form a template for other communities in Alberta to potentially replicate.

Sharing resources and gaining access to a larger talent pool through the various municipal partners will lead to eventual standardization of processes, access to a central database containing a library of templates, specific standardized contracts, studies, and project plans.

Regional municipalities face limitations with smaller personnel budgets, and larger workloads which impact employee retention and recruitment as compared to larger centres. In some areas the opposite is true, that the work requires a specialized skill set; however, the amount of work only necessitates a part time employment arrangement. Harnessing these service gaps within the region will allow for top notch support for existing vacancies, and the exchange of municipal service support with the resources, personnel and talent that exists already in each municipality.

The Town of Drayton Valley has been at the forefront of this initiative and has been in touch with the Minister of Municipal Affairs during 2020. The Town of Hinton through CAO Olsen has been in discussion on the possibilities within IC since July 2020, seeing the potential to support and sustain excellent service delivery to the community, while keeping budgets reasonable, and acknowledging the limited capacity and resources that the Town has in certain areas. The exploration of this initiative is worthwhile through the grant funds that may be provided through the ACP Grant.

A tele-conference was conducted on December 09, 2020 between the Minister of Municipal Affairs, Deputy Minister of Municipal Affairs, Ministers' Chief of Staff, MLA for Drayton Valley/Devon and the CAO of Drayton Valley where the concept of IC, its rational and progress to date was elaborated upon.

The outcome of the teleconference was that the concept of IC between the enlisted municipalities be continued as it resembles a concept of 'transformational thinking' and that ongoing efforts and initiatives of IC be treated as a pilot project. Periodic feedback was requested to be provided to the Minister's office on progress and lessons learned.

It is for this reason that the respective CAO's for the Towns of Mayerthorpe, Hinton, Rocky Mountain House, Edson and Drayton Valley were contacted to collaborate and jointly apply for the ACP grant. If the competitive grant application is successful, coordination of the various components and resources will begin at once to ensure that the completion of the pilot will fall within a period of 12 to 18 months.

The ACP grant was applied for on January 05, 2021 with Drayton Valley as the lead, and supporting resolutions in letters of support requested to follow from each of the participating municipalities by early February, 2021. There is no financial commitment required by the Town of Hinton, but staff time will be needed to explore and determine where benefits and opportunities lie.

### Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	\$0
Capital Cost	\$0.
Budget Available	
Source of Funds <ul style="list-style-type: none"> <li><input type="radio"/> Budgeted Amount</li> <li><input type="radio"/> Grants (successful/unsuccessful)</li> </ul>	
Unbudgeted Costs	\$0.00

○ Options for where to acquire the necessary funds	
--	--

### Asset Management Implications

- Not applicable

### Public Engagement

- Not applicable

### Communications

- Not applicable

### Risk / Liability

- Through the exploration of IC research and development of a framework that supports each municipality fairly and consistently will be undertaken to support the benefits of the collaboration, and the relationships between communities.
- If the Town of Hinton opts to not move forward in support of the grant application, the other communities will be able to proceed without Hinton's involvement.
- Information sharing and other collaborations will continue to be possible without support of the grant application; however, the opportunities and challenges of Hinton's involvement will not be known, creating impacts to joining the IC at a later date.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	This initiative support regional collaboration. KS 1.1.1: Collaborate through partnerships.
<b>Community Sustainability Plan</b>	No	
<b>Municipal Policies or Bylaws</b>	No	
<b>Provincial Laws or MGA</b>	Yes	Part 17.2 Intermunicipal Collaboration
<b>Other plans or policies</b>	N/A	

### Options / Alternatives

1. That Council provide a letter of support to the Town of Drayton Valley, outlining the Town of Hinton's support for the joint application for the Alberta Community Partnership Grant.
2. That Council direct Administration to bring additional information for discussion to a future Standing Committee Meeting.
3. That Council decline the request to provide a letter of support to the Town of Drayton Valley.

### Attachment(s)

1. Drayton Valley Letter of Support Request



December 23, 2020

Town of Hinton  
131 Civic Centre Road, 2<sup>nd</sup> Floor  
Hinton, AB  
T7V 2E5

Attention: Emily Olsen, Chief Administrative Officer

Dear Ms. Olsen,

**RE: Alberta Community Partnership (ACP) Grant**

Thank you for taking my call to outline the above grant opportunity.

As discussed, the grant specifics and the requirements dovetail very well with our ongoing discussions and possibilities on most fronts of the Inter-Municipal Collaboration (IMC).

The grant requirements state that when two or more municipalities can partner to strengthen service delivery frameworks, foster strategic initiatives, and enhance service delivery efficiencies, it will strengthen our application.

The Town of Drayton has elected to be the prime applicant with The Towns of Hinton, Edson, Mayerthorpe and Rocky Mountain House as co-applicants to the grant.

To meet the grant deadline of February 05, 2021, the Town of Drayton Valley (as per the grant requirement), ask that your Council pass a motion (prior to February 01, 2021), that supports the joint grant application.

As soon as your motion is approved, kindly forward the same to Manny Deol at [mdeol@draytonvalley.ca](mailto:mdeol@draytonvalley.ca) as this will assist our team to finalize the grant submission by no later than midday February 05, 2021.

The exact grant allocation amount for our initiative is not fully defined, however, a total allocation for the APC Program is stated as \$15.4 million.

Thank you for your willingness to participate in this initiative.

Sincerely,



Winston Rossouw  
Chief Administrative Officer



# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting of February 2, 2021

**PRESENTED BY:** Emily Olsen, Chief Administrative Officer

**RE:** **ASSET MANAGEMENT PLANNING PROJECT**

### Recommended Action

*That Council approve the 2021 budget of \$87,050 for the Asset Management Planning Project as presented and further support the 2022-23 Plan for Asset Management of 2022: \$181,500 & 2023: \$221,700.*

### Background

At the Special Meeting of December 21, 2020 Council made the following motion:

*“That the Asset Management Planning project come to Council for a Request for Decision around project and scope”.*

This report provides background and information supporting the proposed budget allocation in the 2021, 2022, and 2023 Operating Budget One-Time Projects for the Asset Management Planning Project.

Council made the following motions at the July 15, 2020 Regular Meeting of Council in support of a grant application:

*“That Council direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program.*

*That Council direct Administration to conduct the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:*

- Asset Management Training
- Condition Assessment Protocol and Lifecycle Framework Development
- Asset Management Plan Development

*That Council commit \$24,900 from the 2020 approved Long-term Asset Management Planning 2020-2022 budget allocation toward the costs of this initiative”.*

The asset management grant referred to above was submitted to the Federation of Canadian Municipalities in August 2020. A decision regarding the application is not expected for several more months given their current processing times.

At the April 21, 2020 Regular Meeting of Council, the following motion was passed *“That Council approve the amended Asset Management Policy DS-6100 as presented”*. The Asset Management

Strategy was also presented at this meeting and became an appendix to Asset Management Policy DS-6100.

## Analysis

Asset management is a very broad subject area leading to an end goal of improved management of the Town's assets. Hinton is progressing along its asset management journey by completing smaller projects supporting the overall objectives outlined in the Asset Management Policy (2019) and the Asset Management Strategy (2020). The next major deliverable will be an Asset Management Plan for the Town's major asset classes. The Town is following the best practice, as also practiced by similar municipalities (described later in the report).

An Asset Management Plan will contain information about what assets the Town owns, what condition they are in, recommendations for what the Town should do with its assets, when it should be done, and an estimate of how much it will cost. Asset Management Plans are based on defined levels of service and must also consider the risks associated with asset performance (i.e. What is the impact if an asset fails? How probable is it? Is the risk acceptable?). As such, a considerable amount of support information is required before a robust and comprehensive Asset Management Plan can be produced.

The Asset Management Strategy identified various key initiatives over the next several years. The projects proposed within the 2021-2023 Operational Project Budget seek to advance or complete the following initiatives:

Key Initiatives	Improvement Actions	Timeframe
Asset Registry	Initial registry compiled based on Tangible capital assets. More detailed review required by service area.	2018 – Q4 2021 <span style="color: red;">(in progress)</span>
Asset Register data clean-up and amalgamation into the management software	Once the software is purchased then the data will be loaded and amalgamated into the management software.	Q1 2021 – Q4 2021 <span style="color: red;">(in progress)</span>
Establishing data gathering protocols and procedures	Data gathering protocols are needed to properly gather the necessary asset inventories and conditions assessments for the management software.	Q4 2020 <span style="color: red;">(in progress)</span>
Asset Maturity Assessment	In order to measure where the Town is in terms of utilizing Asset Management practices, a Maturity Assessment will be conducted.	Q1 2021 – Q4 2021
Conducting asset condition assessments	Asset condition assessments will be conducted on an ongoing base and will assist in determining capital priorities.	Q1 2021 - ongoing
Conducting risk and criticality assessments	Once asset condition assessments are completed for each asset then a risk and criticality assessment are performed to identify assets at greatest risk.	Q1 2021 - ongoing
Completing lifecycle modelling and activities	Completing lifecycle modelling and activities for assets such as buildings, and water and wastewater systems to determine long-term capital replacement cycles.	Q1 2022 – Q4 2024
Completion of Asset Management Plans for Asset Classes (Facilities, Fleet, Technology, Parks, Trails and Recreational Assets)	Detailed plans for the management of one or more infrastructure asset classes in each service area with a view to operating, maintaining, and renewing the assets within the class in the most cost-effective manner possible while providing a specific level of service.	Q4 2022 – Q4 2024

The above initiatives are needed to complete a comprehensive Asset Management Plan. As such, Administration has included in the 2021-2023 Budget many of the corresponding activities:

Town of Hinton 2021-2023 Operating Projects				
	Actual	Budget		
	2020	2021	2022	2023
<b>Asset Management Planning</b>				
Asset Management Software GIS Module	\$ 11,200.00			
Asset Management Training (Staff and Council)	\$ 5,400.00			
Condition Assessment Protocols and Data Capture Tools	\$ 14,500.00			
Level of Service and Asset Management Workshops/Training	\$ 14,132.93			
Lifecycle Modeling Development		\$ 27,500.00		
Asset Management Plan (High Level)		\$ 27,500.00		
Data consolidation and refinement - align AM data to finance data		\$ 18,750.00		
GIS Data Clean up - align AM data and GIS data			\$ 20,000.00	
Risk and Criticality Framework			\$ 24,000.00	
Detailed Level of Service Framework			\$ 27,500.00	
Asset Management Plan (Comprehensive)			\$ 35,000.00	
Addition of CityWide Works Module to Existing CityWide Software				\$ 71,900.00
Asset Management Plan Training re Ongoing Updates				\$ 4,800.00
<b>Total Asset Management Planning</b>	<b>\$ 45,232.93</b>	<b>\$ 73,750.00</b>	<b>\$ 106,500.00</b>	<b>\$ 76,700.00</b>
<b>Other Asset Management Projects</b>				
Land Asset - Convert MR to road ROW - small section beside 816 Carmichael Lane		\$ 3,300.00		
Environmental Site Assessments on Town Lands		\$ 10,000.00		\$ 50,000.00
Facilities Master Plan			\$ 75,000.00	
Asset Condition Assessments based on Asset Management Plan				\$ 30,000.00
Risk and Criticality Assessments based on Asset Management Plan				\$ 30,000.00
GIS ESRI System Upgrade				\$ 35,000.00
<b>Total Other Asset Management Projects</b>	<b>\$ -</b>	<b>\$ 13,300.00</b>	<b>\$ 75,000.00</b>	<b>\$ 145,000.00</b>
<b>Total Projects Cost</b>	<b>\$ 45,232.93</b>	<b>\$ 87,050.00</b>	<b>\$ 181,500.00</b>	<b>\$ 221,700.00</b>

DEVELOPMENT SERVICES	2020	2021	2022	2023
	\$	\$	\$	\$
<b>Operational Projects</b>				
Asset Management Planning Project	120,000	87,050	181,500	221,700
FCM Grant Funding	50,000	50,000	50,000	50,000
Captial Reserve Contribution		-	51,500	91,700
MSI Operating Funds	70,000	37,050	80,000	80,000
<b>Total Funding</b>	<b>\$ 120,000</b>	<b>\$ 87,050</b>	<b>\$ 181,500</b>	<b>\$ 221,700</b>

The Asset Management Program is funded from taxation dollars by way of reserve fund contribution as well as grant funding. A majority of the project funding comes from grant contributions over the next three years. The Municipal Sustainability Initiative (MSI) operating funding provides funding to Municipalities for these projects. In addition, the Town has already receive one FCM grant and is awaiting an additional FCM Asset Management grant. 2021-2023 has included \$80,000 of grant funding from the MSI Operating funding and \$50,000 from the FCM grant over the three years.

As with all aspects of asset management, the creation of a comprehensive Asset Management Plan is a continuous improvement process. After its initial creation, the plan becomes a living document requiring updates from time to time as core factors such as Levels of Service, asset conditions, risk, and lifecycle activities change the status of assets over time. The graphic below, taken from the Asset Management Strategy, illustrates this continuous cycle. Council should expect to see operational projects in future budgets supporting these ongoing updates.



## Comparison to Similar Municipalities

Hinton's asset management journey in comparison to other municipalities is generally the same. A municipality must first collect information about their assets, decide what to do with them in the short and long-term, do the required activities to the assets, and continue the cycle repeatedly. This simple process tends to become quite complicated because there are a multitude of factors to be considered such as budgets, regulations, people, time, risk, levels of service, safety etc.

There are many projects that support the development of a robust asset management program and many municipalities are working through varying stages to support their journey. No two municipalities are alike in their timelines, staff capacity to achieve the projects, staff and Council support, or available budget.

Several municipalities were compared for asset management related projects similar to those proposed in the 2021-2023 Budget. The budgets available online for Edson, Jasper, Whitecourt, Drayton Valley, and Lacombe were evaluated. The municipality that is most similar to Hinton in their journey is Lacombe. As such, their budget spending numbers are quite similar to Hinton as well. Edson completed their Asset Management Plan in 2018 and recent budgets reflect ongoing condition and risk assessments and lifecycle planning activities. Whitecourt and Drayton Valley appear to be in the early stages of developing an asset management program. Budgets reflect mainly condition assessments and lifecycle planning.

## Implications of Decision

Financial Implications	
Items	Comments
Operating Cost/Implications	2021 \$87,050 2022 \$181,500 2023 \$221,700
Capital Cost	Not applicable

Budget Available	2021 Budget approved by Council \$87,050 (2022 & 2023 Pending approval)
Source of Funds <ul style="list-style-type: none"> <li>○ Budgeted Amount</li> <li>○ Grants (successful/unsuccessful)</li> </ul>	2021 \$87,050 2022 \$181,500 2023 \$221,700 FCM Asset Management Grant \$50,000 (Approved by Council/applied for, waiting for final approval) MSI operating grant \$80,000 (2022 & 2023) Capital Planning Reserve Funds to offset remainder of funding required.
Unbudgeted Costs	None

### Level of Service Implications

- The tasks included in this wider project will affect multiple departments and asset classes within the organization.

### Risk / Liability

- The goal of a mature Asset Management Program is to manage Town assets throughout their life cycles in the most cost-effective manner in order to maintain sustainable services. Without a program in place to do this, decisions are made with limited information and a narrower perspective resulting in added risk to the Town. The further development of this program will reduce risk and liability for the organization.
- The FCM Asset Management grant of up to \$50,000, is dependant on progressing through project activities contained in the 2021 Budget (\$87,050) within a one year project timeline. Should those activities become delayed or previously committed municipal funding cancelled, this grant will not be available.
- Most federal and provincial grants available now, such as MSI capital funding, require municipalities to have an Asset Management Plan in place in order to be successful in achieving grant funding.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	Goal 3 – Foster innovative, efficient, and exceptional service delivery. Goal 4 – Maintain safe and reliable infrastructure able to meet the needs of the growing community. Key Strategy 4.1.5: Fully realize and resource Town of Hinton infrastructure asset management program.
<b>Community Sustainability Plan</b>	Yes	The long-term sustainability of our assets supports Theme 3: Governance and Partnerships and the sustainable delivery of services to the community.
<b>Municipal Policies or Bylaws</b>	Yes	Asset Management Policy DS-6100
<b>Provincial Laws or MGA</b>	N/A	
<b>Other plans or policies</b>	Yes	Asset Management Strategy

## Options / Alternatives

1. That Council approve the 2021 budget of \$87,050 for the Asset Management Planning Project as presented and further support the 2022-23 Plan for Asset Management of 2022: \$181,500 & 2023: \$221,700.
2. That Council approve the 2021 budget of \$87,050 for the Asset Management Planning Project as presented.
3. That Council request further information be brought back to a Standing Committee Meeting of Council for further discussion.



# TOWN OF HINTON

## Administrative Report

DIRECTION REQUEST    REQUEST FOR DECISION    INFORMATION ITEM

**DATE:** Regular Council Meeting of February 2<sup>nd</sup>, 2021

**PRESENTED BY:** Emily Olsen, Chief Administrative Officer

**RE:** **YEAR-TO-DATE FINANCIAL STATEMENTS AND CAPITAL STATUS REPORT AS AT DECEMBER 31, 2020**

### Recommended Action

*That Council direct Administration to allocate the total 2020 surplus in Recreation, Parks and Trails into the Parks and Trails Reserve.*

*That Council direct Administration to use \$594,923 of the total 2020 surplus to offset the unrestricted deficiency reserve.*

*That Council direct Administration to place any further surplus from 2020 after removal of Recreation, Parks and Trails 2020 surplus and unrestricted deficiency offset, into a reserve of Council's choosing.*

### Background

Administration works to present the financial results to Council on a regular basis, acknowledging that the preparation can take time to ensure accuracy through review and discussion. Financial Statements and Capital Project reports are updated and prepared regularly. The year-end financial statements were compiled over the last month, and please note these results are subject to change due to the year-end and audit process.

On March 17, 2020, Council approved the 2020 Operating Budget of \$29,137,747 and a 2020-22 Three-Year Operating Plan. In addition, Council approved an increase in the commercial waste collection fee of 5% each year for the next three years, a 2020 Capital Budget of \$10,130,302 and the 2020-24 Five-Year Capital Plan.

On April 7, 2020, Council approved a deferral of taxation, utility collection, and related penalties until August 31, 2020. It was requested by the Federal and Provincial governments that municipalities consider these types of deferrals to help minimize the financial burden the pandemic and mandated restrictions have placed on residents and businesses.

Council directed Administration at the April 7, 2020 Regular Council Meeting to try to offset losses to the best of Administration's ability with cost mitigation strategies to ensure a minimal financial impact to taxpayers in the future. Council also redirected funds from the 2020 contribution to the Recreation Center Expansion Reserve into an Emergency Response Reserve in the amount of \$240,000 to be accessed during the COVID-19 pandemic response time if required and approved by Council.

At the start of the pandemic, Provincial financial support to Municipalities was not expected, and Administration worked to offset the anticipated \$1 million in lost revenue and increased expenditures to

the end of the year. There were 59 temporary layoffs and 1 permanent layoff due to the unanticipated impacts. Cost for items like cleaning, cleaning supplies, barriers, masks, software and computer hardware to work remotely, as well as signage and additional supplies had large unplanned financial impacts that required reductions to ensure that the Town was not left in a loss at the end of the year that would impact our taxpayers. Decisions had to be made quickly to ensure that the Town was not negatively impacted for years to come.

Town Administration and others involved in the emergency operation, quickly shifted gears with the onset of the pandemic, and ramped up communication with the public using initiatives such as weekly COVID-19 status updates and publications such as COMSERV (Community Service Status Guide) to ensure that the public had the most current and up-to-date information related to the pandemic.

This shift in priorities did mean that some of the other areas of focus needed to be put on hold. Many capital targets and strategic initiatives for 2020 were placed on hold to ensure appropriate cashflow was available to the Town and resources were available to address additional work loads.

Administration brought forward a report on June 9, 2020 outlining a successful cost reduction strategy, which offset the losses anticipated to date due to COVID-19 impacts. This has resulted in approximately \$800,000 being reduced from anticipated operating expenditures to offset the anticipated losses.

On June 9, 2020, Administration brought forward a report for information to Council that summarized the impacts anticipated by the Town due to the COVID-19 pandemic. This report summarized all activities that took place within the Town to protect Town residents, business, and employees and to mitigate financial impacts.

On July 14, 2020, the January to April 2020 Year-to-Date Financial Statements and Capital Project Plan Update was presented to Council.

On October 6, 2020, Administration first brought the January to August 31, 2020 Year-to-Date Financial Statements and Capital Project Status Report to Council as an information item.

On December 1, 2020, Council accepted the Year-to-date Financial Statement and Capital Status Report from October 6, 2020 as information.

The Alberta Provincial Government, later in 2020, announced the ability for the Municipality to apply for a grant to help offset the COVID-19 related losses for 2020. This report was presented to Council on December 8, 2020. The Town received \$1,005,641 from the Province of Alberta in recognition of the COVID-19 operational impacts on the Town of Hinton. The funding is referred to as the Municipal Operating Support Transfer (MOST) Program. A Safe Restart Agreement has been signed to secure these funds for the Town of Hinton and under the Terms and Conditions set forth by the provincial government. The following final directions were made:

*That Council approve the use of the excess funds from the 2020 Operating Budget due to the Municipal Operating Support Transfer (MOST) Program Funding into the Emergency Response Reserve.*

*That Council approves the use of \$500,000 of the Emergency Response Reserve to offset future year operational cost increases, of which \$200,000 to be used in each 2021 and 2022, and \$100,000 to be used in 2023 with the intention of minimizing taxation impacts on business and residents.*

*That Council approves \$169,060 to be included in Council and Public Relations Operating Project budget for 2021, and it's use to be determined by Council at a future meeting, and funded from the Emergency Response Reserve.*

*That Council approves in the 2021 Budget a \$30,800 amount to support the Chamber of Commerce additional funding request to be funded from the Emergency Response Reserve.*

With no end in sight to the ongoing Pandemic, Council and Administration were able to work through an efficient budget deliberation process for 2021, which ended in budget approval in mid December 2020. This is significant as this has been unprecedented in recent times, and these timelines greatly affect the Finance Service Area's ability to turn around the year end financial results for the current year, due to a lack of resources to address the increased workloads in this area.

## **Analysis**

Significant efforts were made by the Town of Hinton to ensure that the impacts of the COVID-19 Pandemic were offset with cost reduction strategies and in addition further efforts made to secure sufficient cashflow throughout the year and place numerous projects and day to day operations on hold to reduce the overall expenditures incurred by the Town. Priority was placed on the response efforts and ensuring the Health and Safety of our workforce. The Leadership Team praises the efforts of the Town employees in achieving a huge reduction to overall expenditures all working to support the continued and ongoing sustainability of the Town and acting responsibly in on overall effort to ensure achievable tax rates for residents and business through these trying times.

Initial efforts focused on effectively managing the overall operational and capital budgets to mitigate losses and prioritize cashflow. It was not until the third quarter of 2020 that it was announced that the Town would receive the MOST grant from the Alberta Government that totaled \$1,005,641. As the Town had already worked to offset all anticipated losses it was presented to and understood by Council that this revenue would create a surplus for the Town.

The current year end financial status of 2020 has brought a surplus of approximately \$1,828,269 (calculated using the formula: *total cash revenues – total cash expenditures = surplus(deficit)*).

Through year-end, the additional \$1,128,269 in surplus funds identified, could not be anticipated early on in 2020. It was difficult to predict how the pandemic and the restrictions would impact Town Programs and Service delivery. The cost reduction strategies taken by Council and Administration early on in 2020 to offset any anticipated losses; included decision-making around essential and non-essential projects and operations to contribute to those reductions. Other unknowns at this time were if there would be any relief from the Province and the risk of losing the Yellowhead County Revenue sharing agreement which was close to \$1,800,000. The cost-mitigating strategies included reductions in operational projects, contracted maintenance work (due to facility closures), service hiatus. However, many activities were expected to fully resume by fourth quarter. It was recognized in late fall, that project delays and budget expenditures were not likely to be met as planned due to the on-going nature of the pandemic.

Department	2020 Actual	2020 Budget	Variance	Summary Description
<b>MUNICIPAL PROPERTY TAXATION</b>				
Municipal Property Taxation Collected	\$ 12,983,914	\$ 13,013,022	\$ 29,108	On Target
<b>GENERAL GOVERNMENT SERVICES (Incl. Mayor and Council, Public Relations, CAO, Corporate Services and Other)</b>				
Mayor & Council	-298,375	-347,875	-\$ 49,500	Expenditure reduction due to COVID-19
Public Relations	-340,234	-372,450	-\$ 32,216	Reallocation of costs and contribution reduction.
Chief Administrative Office Group	-998,910	-1,218,778	-\$ 219,868	Legal Cost Reduction
Corporate Services	-1,557,677	-1,672,119	-\$ 114,442	Vacancy Reductions in Legislative & Communications
Other Revenue & Expenses	4,334,757	4,249,111	-\$ 85,647	Increased Grant Revenue
<b>DEVELOPMENT SERVICES DEPARTMENT</b>				
Development Services	-1,378,648	-1,165,798	\$ 212,850	Unforeseen Cost Impact
<b>PROTECTIVE SERVICES DEPARTMENT</b>				
Protective Services	-3,567,010	-3,368,584	\$ 198,426	Decreased Fine Revenue
<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>				
Infrastructure Services	-3,120,398	-3,315,911	-\$ 195,513	Decrease in Road and Equipment work as well as Contracted Services.
Facility Services and Debt	-3,170,414	-3,574,001	-\$ 403,587	Decrease in all Project Work, Shift in Resources and a Decrease in Contracted Services.
<b>COMMUNITY SERVICES DEPARTMENT</b>				
Parks, Recreation & Culture	-2,698,629	-2,956,071	-\$ 257,442	Met New COVID-19 Adjusted Target Budget
Public Health & Welfare	-713,784	-699,968	\$ 13,816	Met New COVID-19 Adjusted Target Budget
<b>UTILITY SERVICES DEPARTMENT (Fee for Service)</b>				
Water, Sewer & Garbage	1,653,676	1,429,422	-\$ 224,254	Decrease in Contracted Work and Project Work.
<i>All major impacts that have created variances between actual vs budget are due to the impacts of the COVID-19 Pandemic.</i>				
<b>Total Profit/(Loss)</b>	<b>\$ 1,128,269</b>	<b>\$ 0</b>	<b>-\$ 1,128,269</b>	

### Summary of Departmental Impacts

**Mayor, Council and Public Relations** has come in underbudget as anticipated due to the COVID-19 impacts on travel and training. In addition, the airport agreement came in under budget by \$25,000 and \$15,000 paid to the HMBA was expensed under the Parks and Recreation budget.

**Chief Administrative Office (CAO, Assistant & Human Resources)** recognized savings due to a savings in legal costs anticipated by approx. \$110,000 and a reduction in contracted services by \$18,000. There was an overall savings in wages as the Project Lead position became vacant due to a need for coverage in the Communications role and was not back filled due to the uncertainty of the long-term impacts of the pandemic.

**Corporate Services Department**, which is made up of Finance, Communications and Information Technology was able to achieve an overall reduction of \$114,442 due to a reduction in travel and training budgets, Communications reduction due to a reduction in contracted services and a temporary vacancy totalling \$45,000 and IT reduction due to securing a new Photocopy contract at a much lower cost -\$43,000.

**Other Revenue and Expenses** captures Franchise Fees, Yellowhead County Revenue Sharing agreement, transfers to reserves, and some other small amounts of other grant and penalty revenue

and contracted costs for the assessor. The revenue area saw reductions as anticipated to penalty and investment revenues due to impacts of the pandemic. However, the contribution from the MOST grant revenue helped to offset the overall losses in this area. A portion of the grant revenue was allocated towards Disaster Services, where the COVID-19 cost impacts were allocated.

**Development Services Department** came in on target with budget, approximately \$195,000 of budget overage is an Offsite Levy revenue reversal from a 2011 prior year deposit that was returned due to the agreement being invalid. In 2015 the funds were returned but the revenue was never reversed.

**Protective Services (RCMP, Fire, Disaster and Bylaw)** was anticipated to come in over budget due to a huge impact in fine revenue due to the impacts of the pandemic. Fine revenue was down approx. \$220,000 and Call Out Sales of Service Revenue was down \$55,000. There was a reduction to offset some of the loss with a savings in Fire Fighter wages of almost \$58,000. The Organization tracked most of the unplanned expenditures and time due to the Emergency Operations Center and the COVID-19 Pandemic cost increases under the Disaster Services Service Area and funds from the MOST grant were used to offset most of these costs (approx. \$300,000).

**Infrastructure Services Department (Public Works including Roads, Streets & Maintenance)** did commit to several cost savings initiatives to help with the uncertainty of the pandemic, however even further savings were found, similarly, due to the explanation above. Approximately \$150,000 of these savings were due to the inability to engage in any contracted services within the Town facilities during closures and restrictions. A small savings was also seen due to the lack of casual time accessed over this pandemic.

**Facility Service Area** recognized the largest savings of approximately \$403,587, as the facility closures and project delays created a situation in which the staff could not move ahead with planned operational work. In addition, contract work could not be undertaken as no external person was allowed within our facilities. The relevant Director did hold out hope that they would be able to address some of these impacts later in the year, but due to the extension of pandemic restrictions, such works could not be undertaken. The total decrease, other than a portion of the cost of utilities (power, heat, etc.) was directly due to the pandemic and the way it affected our ability to do business as usual.

**Parks, Recreation and Culture Department** also targeted savings throughout 2020 due to the known impacts of the pandemic. This Department was greatly impacted due to the COVID-19 pandemic and substantial amounts of time and resources were required to manage their budget targets and reduction strategies. Administration is recommending that the total of approximately \$257,000 in cost savings be placed into the Parks and Trails reserve.

**Public Health and Welfare (Family Community Support & Transit)** due to the known impacts of the pandemic was anticipated to come in at approx. \$12,000 over budget and achieved this target. This was a known impact and targeted reductions in the Recreation Service Area were achieved to offset this overage.

**Utility Services Department (Water, Waste-Water & Waste)** recognized additional savings of \$224,254, however many of these savings were not planned reductions, but due to restrictions and facility closures over all Contracted and Consulting Services could be undertaken and saw large cost reductions over 2020. Overall revenues in utility services were also negatively due to facility closures and decreased call out volume. In addition, \$51,000 waste bin cost savings were recognized due to modernization of the waste collection system and the reduction of purchases for the old bins.

**Emerging Issues Reserve (Emergency Response Reserve)** is a combination of the current balance due to the \$700,000 MOST Grant surplus transfer and amounts allocated to the 2021-2023 Operating Plan to offset taxation totalling \$500,000.

Emerging Issues Reserve Balance		
Year	Amount	Description
2021	\$ 700,000	MOST Grant Surplus Entry Initiated
2021	- 200,000	Total Amount of Reserve to be used to offset 2021 Taxation Required
2022	- 200,000	Total Amount of Reserve to be used to offset 2022 Taxation Required
2023	- 100,000	Total Amount of Reserve to be used to offset 2023 Taxation Required
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>Total Amount Remaining To Allocate</b>

**Capital Budget** for 2020 totalled \$10,130,302, however due to the COVID-19 pandemic and its unanticipated impacts, Council and Administration had to make decisions to place some projects on hold to ensure appropriate cashflow available through to 2021. In addition, many of the projects could not be achieved due to the reallocation of resources to deal with the response to the pandemic.

The Total Capital completed during 2020 equates to \$3,132,604. A large portion of the Capital Projects that were incomplete, not started and/or placed on hold were carried forward to 2021 and beyond. The approved Capital Plan did reflect several projects determined to be required. As stated throughout the reports, the 2020 carry forward project totals were subject to change based on year end results. It should be noted that these amounts did change and updates to the 2020 Carry Forward Projects and amounts for 2021 are shown below:

Five Year Capital and Project Projection	Actual	Budget
	2020	2020
Total Capital	\$ 3,132,604	\$ 10,130,302
Total One-Time Projects (Not deemed Capital, included in Operating Budget paid for with Reserve Funds)	379,997	1,031,347
<b>Total Capital &amp; Projects</b>	<b>\$ 3,512,601</b>	<b>\$ 11,161,649</b>

*Numbers are subject to change based on the year end and audit process.*

Description	2020 Actual Spent	2020 Budget	Carry Forward \$ Reported Dec. 15, 2020	Carry Forward Amount Currently Required based on Year End	Max Allowed to Carry Over (2020 Budget-Actual)
Gerard Redmond Community Catholic School Park	\$ 217,660	\$ 233,518	\$ 133,518	\$ 15,858	\$ 15,858
Sherwood Drive Retaining Wall	\$ 5,018	\$ 100,000	\$ 100,000	\$ 92,421	\$ 94,982
CN Drinnan Road Crossing Rehab (cost share)	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Street Sign Upgrades - Additional funds required	\$ 56,173	\$ 100,000	\$ 40,000	\$ 40,000	\$ 43,827
WTP Air System Pneumatics - Membrane Racks	\$ 24,369	\$ 150,000	\$ 50,000	\$ 100,000	\$ 125,631
WTP Bypass - Pre design Phase 2	\$ 18,158	\$ 365,253	\$ 200,000	\$ 347,095	\$ 347,095
Clarifier/ Backwash Project (10% Capital Cost Share)	\$ 68,083	\$ 250,000	\$ 75,000	\$ 75,000	\$ 181,917
WTP Backwash -Approval (10% Capital Cost Share)	\$ -	\$ 200,000	\$ 150,000	\$ 150,000	\$ 200,000
Pumps in Switzer Booster Station for pump plus configuring	\$ 112,205	\$ 400,000	\$ 290,000	\$ 290,000	\$ 287,795
GPA Based AVL on Town Fleet	\$ 48,633	\$ 65,000	\$ 25,000	\$ 16,367	\$ 16,367
Riding Mower Unit 312		\$ 45,000	\$ 45,000	\$ -	\$ 45,000
Tandem truck/plough ComboUnit 436	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
Grader Unit 439	\$ -	\$ 380,000	\$ 380,000	\$ 380,000	\$ 380,000
Will be 20 years old in 2020 and NFPA requirements for front line fire trucks is 20 years then replace. Engine 24.	\$ 126,618	\$ 650,000	\$ 523,382	\$ 523,382	\$ 523,382
RCMP Building Security Fencing/Paving	\$ -	\$ 110,000	\$ 45,000	\$ 60,000	\$ 110,000
Government Centre Tenant Impr, Security Gate, CPTED and BMS Software	\$ -	\$ 140,000	\$ 100,000	\$ 93,202	\$ 140,000
Pool Locker Replacement & Hot Tub Drains and Jets	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Chiller for Fire Hall (full design)	\$ -	\$ 999,000	\$ 999,000	\$ 999,000	\$ 999,000
Infrastructure Building - Roof Coating	\$ -	\$ 35,000		\$ 35,000	\$ 35,000
Arc Flash for RCMP, Govt. Center & Rec. Center	\$ -	\$ 65,000		\$ 65,000	\$ 65,000
Concession Hood ULC Listed/Designed	\$ -	\$ 90,000		\$ 90,000	\$ 90,000
Pick up Unit 301 Replacement	\$ -	\$ 37,000		\$ -	\$ 37,000
General FF&E	\$ -	\$ 20,000		\$ 20,000	\$ 20,000
Log Work Replacement 5 Year Program \$20,000/year	\$ -	\$ 20,000		\$ -	\$ 20,000
RCMP Detachment - Upgrade (Flooring and Roof Coating)	\$ -	\$ 105,000		\$ 105,000	\$ 105,000
Recreation Center - Cabinets	\$ 26,764	\$ 33,250		\$ 6,485	\$ 6,486
Phase 2 asbestos	\$ -	\$ 60,000		\$ 60,000	\$ 60,000
Remove Cross Connections for Chevoit and Emmerson	\$ -	\$ 35,000		\$ 35,000	\$ 35,000
Replace 5-6 hydrants lifeclcy	\$ -	\$ 100,000		\$ 100,000	\$ 100,000
Replace Residential Bins over 3 years	\$ 52,442	\$ 260,000		\$ 207,558	\$ 207,558
Replace Commercial Bins over 2 years	\$ 46,800	\$ 280,000		\$ 233,200	\$ 233,200
Maxwell Lake Bridge	\$ 4,640	\$ 39,376		\$ 34,736	\$ 34,736
Road Rehabilitation	\$ 101,385	\$ 260,000		\$ 50,000	\$ 158,615
<b>TOTAL CARRY FORWARD AMOUNT ESTIMATED</b>	<b>\$ 908,949</b>	<b>\$ 6,012,397</b>	<b>\$ 3,540,900</b>	<b>\$ 4,609,303</b>	

\*This amount is subject to change based on year end results.

1,068,403 Additional Requests

## Financial Summary

Council and Administration were quick to react and initiate cost saving measures to deal with the unanticipated impacts of the pandemic on the organization. Administration had to constantly review the status of the organization, the changing provincial requirements and adjust the business, programs, and services, as well as financial outcomes to ensure that any losses of revenue were offset by cost reduction strategies. The negative impacts of the pandemic with closures, layoffs and increased expenditures made it challenging for Administration to provide frequent updates to Council and the public as to the status of the Town.

The preparation of year end financials was a tight and quick turn around to ensure Council timelines were met. Some changes to financial results are anticipated, as the timeframe required to complete this

report did not allow for an extensive year end review and audit process. It is important for all Directors to take time to analyze and review their year end financial results for relevance and accuracy.

***The overall financial status currently reflects a remaining surplus of \$1,128,269:***

\$1,828,269 Estimated 2020 Surplus (Includes \$1,005,641 MOST Grant)

- 700,000 Transfer to Emerging Issues Reserve (formerly Emergency Response Reserve)

**\$1,128,269 Remaining 2020 Surplus**

Administration has made recommendations as to the allocation of this surplus below. The direction supported by Council to this point was discussed and approved during the budget deliberation process, which was to move approximately \$700,000 of surplus anticipated due to the MOST Grant funding into the Emergency Response Reserve (Emerging Issues Reserve). \$500,000 of this surplus has been allocated during budget deliberations to offset taxation (\$200,000 each year to be used in 2021 and 2022 and an additional \$100,000 to be used in 2023). Any additional surplus obtained is to be placed into the reserve as directed by Council.

Further consideration is being requested of Council, to place approximately \$257,442 of Recreation, Parks and Culture surplus into the Parks and Trails reserve. The cost saving measures achieved by this Department were a massive undertaking, involving hours of unpaid overtime and large-scale temporary layoffs. Achieving this result required an investment of time and resources that were unprecedented. It seems logical to apply this surplus to the Parks and Trails Reserve as this contribution will help in supporting the long outstanding capital projects in this area and be able to address any emergent issue; such as playground equipment in urgent need of maintenance and repair.

In addition, as indicated to Council in previous deliberations and reports, the unrestricted deficiency reserve is sitting at a balance of -\$594,923 stemming from previous years losses. When losses in a year occur, it is a recommended practice to put a plan in place in the following year to recoup these losses. A plan has not been finalized or implemented to this point; however, utilization of the facilities reserve to offset this balance was considered. Administration is recommending that this deficit be reduced by allocating a portion of the 2020 surplus funds toward it. This plan would bring the total outstanding balance to \$0. This is the preferred and recommended strategy as this approach will not diminish the current facilities reserve (that were previously planned to be used to offset) and will allow for more adequate funding for future capital expenditures from the facilities reserve.

Council will need to provide direction to Administration as to where they would like to see the estimated remaining surplus allocated. A recommended motion has been provided for Council consideration.

**\$1,128,269 Remaining 2020 Surplus**

- 594,923 (Offset to the Unrestricted Deficiency Reserve)

- 257,442 (Recommended for the Parks and Trails Reserve)

**-\$ 275,904 (Estimated Remaining surplus to allocate.)**

**Implications of Decision**

Financial Implications	
Items	Comments
Operating Cost/Implications	Remaining Surplus of \$1,128,269 Due to COVID-19 Impacts
Capital Cost	\$0
Budget Available	\$0
Source of Funds <ul style="list-style-type: none"> <li>○ Budgeted Amount</li> </ul>	Surplus \$1,828,269-\$700,000=\$1,128.269 MOST Grant \$1,005,623

○ Grants (successful/unsuccessful)	Additional Savings from Facilities, Infrastructure Services and Utility Services.
Unbudgeted Costs	\$0

### Level of Service Implications

- None

### Public Engagement

- None

### Communications

- Administration works to present the financial results to Council on a regular basis. Going forward, Administration will meet the quarterly reporting timelines as set by Council. Due to the uncertain times, limited resources, and increased workloads due to COVID-19, extensions may be requested.

### Risk / Liability

- The negative accumulated deficit due to previous years losses of -\$594,923 is drawing down the total amount of reserve funds available. A plan should be put in place to recoup these losses as it would help to provide transparency in the reflection of the reserve balance disclosed and ensures that these previous year shortfalls are dealt with in a fiscally responsible manner and not carried forward year over year.

Legislative Implications		
Conforms with:	Yes/No/ Partial	Comments
<b>Council's Strategic Plan</b>	Yes	
<b>Community Sustainability Plan</b>	Yes	Ensure local governments and authorities are responsive to the needs of the community.
<b>Municipal Policies or Bylaws</b>	Yes	Conforms with Municipal Policies and Bylaws.
<b>Provincial Laws or MGA</b>	Yes	MGA S. 244,245
<b>Other plans or policies</b>	Yes	All related Municipal Policies such as, Policy 73 Tangible Capital Assets Threshold

### Options / Alternatives

1. That Council direct Administration to allocate the total 2020 surplus in Recreation, Parks and Trails into the Parks and Trails Reserve.

That Council direct Administration to use \$594,923 of the total 2020 surplus to offset the unrestricted deficiency reserve.

That Council direct Administration to place any further surplus from 2020 after removal of Recreation, Parks and Trails 2020 surplus and unrestricted deficiency offset, into a Reserve of Councils choosing.

And that Council accept the Year-to-Date Financial Report and Capital Status update report as information.

2. That Council direct Administration to allocate the total 2020 surplus in Recreation, Parks and Trails into the Parks and Trails Reserve as amended.

That Council direct Administration to use an amount determined by Council of the total 2020 surplus to offset the unrestricted deficiency reserve.

That Council direct Administration to place any further surplus from 2020 after removal of Recreation, Parks and Trails 2020 surplus and unrestricted deficiency offset, into the Emergency Response Reserve to be allocated by Council in the future.

And that Council accept the Year-to-Date Financial Report and Capital Status update report as information.

3. That Council request Administration bring further information to a future Standing Committee Meeting.

#### **Attachment(s)**

1. 2020 Carry Forward Capital Projects Required in 2021
2. 2020 Year to Date Financial Statements & Capital Results

## ATTACHMENT 1

Budget vs Actual					
For the Year Ended December 31, 2020 Taxation Required by Department/Service Branch = Revenue - Expenditures					
Department	2020 Actual	2020 Budget	Variance	Summary Description	Description
<b>MUNICIPAL PROPERTY TAXATION</b>					
Municipal Property Taxation Collected	\$ 12,983,914	\$ 13,013,022	\$ 29,108	On Target	On Target.
<b>GENERAL GOVERNMENT SERVICES Incl. Mayor and Council, Public Relations, CAO, Corporate Services and Other</b>					
Mayor & Council	-298,375	-347,875	\$ 49,500	Expenditure reduction due to COVID-19	Under-spent on Travel, Training and Memberships due to COVID-19 Pandemic.
Public Relations	-323,847	-372,450	\$ 48,633	Re-allocation of costs and contribution reduction.	Airport Agreement \$10,000 under-budget and \$15,000 reduction due to Community Services expensing HMBA allocation.
Chief Administrative Office Group	-998,910	-1,218,778	\$ 219,868	Legal Cost Reduction	Under-spent on Legal costs -\$110,000. Contracted Services -\$18,000 and Wages -\$80,000.
Corporate Services	-1,557,677	-1,672,119	\$ 114,442	Vacancy Reductions in Legislative & Communications	Legislative Service reduction of \$30,000 due to vacancies in the role, Communications reduction of \$13,000 and \$45,000 reduction in contracted services due to vacancy in the role, and an Information Technology reduction of \$43,000 due to new contract for photocopier.
Other Revenue & Expenses	4,318,340	4,249,111	\$ 69,230	Increased Grant Revenue	The MOST grant revenue of \$1,005,641 was unbudgeted. This revenue was specifically allocated to General Government Services and Protective Services to offset the COVID-19 Pandemic costs impacts found within Disaster Services. The Town's investment income was down \$20,000 and Tax Penalty Revenue down \$25,000. Administration did increase the Transfer to Reserves by \$700,000 as this was the estimated amount to be placed into reserve due to the anticipated surplus for 2020. Overall the increased grant revenue offset the decrease in other revenue expected.
<b>DEVELOPMENT SERVICES DEPARTMENT</b>					
Development Services	-1,378,648	-1,165,798	\$ 212,850	Unforeseen Cost Impact	Land Development Offsite Levy revenue removal of a prior year 2011 deposit that was returned due to the agreement being invalid. In 2015 the funds were returned but the revenue was never re-verified.
<b>PROTECTIVE SERVICES DEPARTMENT</b>					
Protective Services	-3,567,010	-3,368,584	\$ 198,426	Decreased Fine Revenue	Disaster Services received \$300,829 to offset COVID losses, overall revenue for Protective Services down due to COVID-19 Pandemic Fines -\$220,000, Sales of Service -\$55,000, \$58,000 Savings in Fire Fighter wages.
<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>					
Infrastructure Services	-3,120,398	-3,315,911	\$ 195,513	Decrease in Road and Equipment work as well as Contracted Services.	Road and sidewalk savings as expenditure were reduced by just under \$200,000 due to cost saving efforts and impacts due to COVID-19. Contracted Services was down approx. \$150,000 mainly due to a combination of less snow and ice removal and less work that was placed on hold. In addition material and supplies costs were down due to reduced project work and casuals were not utilized to full capacity reducing wages and a small portion of Emergency Operations Center and COVID related wages were coded to Disaster Services.
Facility Services and Debt	-3,170,414	-3,574,001	\$ 403,587	Decrease in all Project Work, Shift in Resources and a Decrease in Contracted Services.	Due to a shift in resources due to COVID-19 many projects were not undertaken. Although there was a slight loss of revenue in this area due to facility closures of \$60,000. Under Contract Services - the combined savings was \$155,000 in contracted services, maintenance and 10,000 in training and Subsidy savings in the Hinton Centre. \$10,000 worth of savings were due to facility closures of the Rec Center, Pool and Arena and the remaining savings were due to facility cost reductions due to COVID-19 impacts, as many contracted services and ongoing maintenance projects were placed on hold.
<b>COMMUNITY SERVICES DEPARTMENT</b>					
Parks, Recreation & Culture	-2,698,629	-2,956,071	\$ 257,442	Met New COVID-19 Adjusted Target Budget	Due to COVID-19 this Department met the goal of coming in under budget. This decision was made early on to ensure that cost impacts due to COVID-19 across the Organization would be offset as a Provincial grant was anticipated. This strategy resulted in additional cost savings for the Town of approx. \$148,000. Consideration should be given, to place savings into the Parks and Trails reserve.
Public Health & Welfare	-713,784	-699,968	\$ 13,816	Met New COVID-19 Adjusted Target Budget	Due to COVID-19 this Department met the goal of coming in just over budget. This was known early on an offsetting decreases were set to occur in the Recreation Service Area.
<b>UTILITY SERVICES DEPARTMENT (Fee for Service)</b>					
Water, Sewer & Garbage	1,653,676	1,429,422	\$ 224,254	Decrease in Contracted Work and Project Work.	Water utility savings, although a decrease in overall revenue collected due to COVID-19 of approx. \$44,000, contracted services were reduced by \$265,000 mainly due to fee raises in contracted work. Water Treatment plant reductions in Consulting Services of \$40,000. Time was limited to undertake any project work. Waste Revenue was down \$34,000 in Commercial due to facility closures and consulting services down \$6,700. There was an additional savings of \$51,000 on waste containers by moving to a modernized system.
<b>Total Profit/(Loss)</b>	\$ 1,128,269	\$ 0	\$ 1,128,269		
<i>All major impacts that have created variances between actual vs budget are due to the impacts of the COVID-19 Pandemic.</i>					
<b>Add Capital/ Revenue</b>					<b>Emerging Issues Reserve Balance</b>
<b>Total Profit* (Loss)</b>	\$ 1,128,269				<b>Description</b>
<i>Less: Unrestricted Deficiency Reserve</i>	- 594,923				MOST Grant Surplus Entry Initiated
<i>Less: Parks and Trails Reserve Contribution</i>	- 257,442				Total Amount of Reserve to be used to offset 2021 Taxation Required
<i>Less: Additional Emerging Issues Reserve*</i>	- 275,904				
<b>Total Profit/(Loss)</b>	\$ 0				Total Amount of Reserve to be used to offset 2022 Taxation Required
<i>*Surplus in addition to the \$700,000 already accounted for and placed in the Emergency Response Reserve</i>					Total Amount of Reserve to be used to offset 2023 Taxation Required
<i>*This amount is subject to change due to Landfill year-end implications and the finalization of the Town Year End and Audit.</i>					Total Amount Remaining To Allocate

ATTACHMENT 2

**The Town of Hinton**  
***Year to Date Financial Statements & Capital Plan***

*As at December 31, 2020*

*\*Year End Results are subject to change due to the 2020 Year End and Audit process not yet complete.*

**Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*

	Actual 2020	Budget 2020
<b>Funding Source</b>		
Municipal Taxes:	18,121,322	18,178,532
<u>Requisitions:</u>	<u>-5,137,408</u>	<u>-5,165,510</u>
<b>Net Municipal Taxes</b>	<b>12,983,914</b>	<b>13,013,022</b>
Government Transfers for Operating(\$1,005,641 MOST Grant):	5,034,855	3,890,527
User Fees and Sale of Goods:	649,594	1,169,397
Waste Management:	1,178,353	1,188,000
Utilities:	4,403,777	4,497,687
Gains on Disposal	4,802	
Fines:	251,953	535,000
Franchise Fee:	1,681,427	1,689,025
Rentals:	518,686	606,804
Other Revenue:	130,476	235,154
Penalties & Costs on Taxes:	166,089	195,254
Development Levies:	0	50,000
Investment Income:	148,200	250,230
Licenses & Permits:	153,008	207,600
<b>Total Revenue Funding Sources</b>	<b>27,305,134</b>	<b>27,527,700</b>
<b>Transfers from Reserves</b>	<b>625,958</b>	<b>1,610,047</b>
<b>Total Funds Available</b>	<b>27,931,092</b>	<b>29,137,747</b>
	96%	
<b>Operational Expenditures</b>		
Salaries, Wages & Benefits:	10,977,533	12,318,120
Contracted & General Services:	6,320,228	7,219,025
Materials, Goods, Supplies & Utilities:	3,037,204	3,344,546
Amortization of Tangible Capital Assets:	4,701,502	4,566,785
One-Time Operational Projects:	648,547	1,031,347
Transfers to Local Boards / Agencies:	353,166	454,809
Long-Term Debt Interest:	201,167	243,035
Bank Charges & Short-term Interest:	13,643	25,739
<b>Total Operational Expenditures</b>	<b>26,252,990</b>	<b>29,203,406</b>
<b>Non-Operational Expenditures</b>		
Long-Term Debt Principal:	1,132,343	1,165,877
Transfer to Reserves (Includes (\$700,000 from MOST Grant):	4,118,992	3,335,249
<b>Total Non-Operational Expenditures</b>	<b>5,251,335</b>	<b>4,501,126</b>
<b>Total Expenditures</b>	<b>31,504,325</b>	<b>33,704,532</b>
	93%	
<b>Less Non-Cash Item Amortization</b>	<b>4,701,502</b>	<b>4,566,785</b>
<b>Total Expenditures less Non-cash Item Amortization</b>	<b>26,802,823</b>	<b>29,137,747</b>
	92%	
<b>Excess (Deficiency)</b>	<b>1,128,269</b>	-

**Town of Hinton**  
**Year to Date Financial Statements**  
**As at December 31, 2020**

	<i>Tax Rate Increase</i>	-3%
	Actual 2020	Budget 2020
<b>Funding Source</b>		
Municipal Taxes:	18,121,322	18,178,532
<u>Requisitions:</u>	<u>-5,137,408</u>	<u>-5,165,510</u>
<b>Net Municipal Taxes</b>	<b>12,983,914</b>	<b>13,013,022</b>
Government Transfers for Operating:	5,034,855	3,890,527
User Fees and Sale of Goods:	539,861	1,081,897
Fines:	251,953	535,000
Franchise Fee:	1,681,427	1,689,025
Rentals:	518,686	606,804
Other Revenue:	161,504	234,154
Gains on Disposal	4,802	
Penalties & Costs on Taxes:	141,786	165,254
Development Levies:	0	50,000
Investment Income:	148,200	250,230
Interdepartmental Transfers	1,049,396	1,037,257
Licenses & Permits:	153,008	207,600
<b>Total Revenue Funding Sources</b>	<b>22,669,392</b>	<b>22,760,770</b>
<b>Transfers from Reserves</b>	<b>625,958</b>	<b>1,580,047</b>
<b>Total Funds Available</b>	<b>23,295,350</b>	<b>24,340,817</b>
	96%	0
<b>Operational Expenditures</b>		
Salaries, Wages & Benefits:	10,419,756	11,753,440
Contracted & General Services:	4,902,506	5,539,463
Materials, Goods, Supplies & Utilities:	2,602,298	2,878,009
Amortization of Tangible Capital Assets:	3,587,348	3,466,346
One-Time Operational Projects:	648,547	1,001,347
Transfers to Local Boards / Agencies:	353,166	454,809
Long-Term Debt Interest:	186,763	228,631
Bank Charges & Short-term Interest:	13,643	25,739
Interdepartmental Transfers	853,729	766,382
<b>Total Operational Expenditures</b>	<b>23,567,756</b>	<b>26,114,166</b>
<b>Non-Operational Expenditures</b>		
Long-Term Debt Principal:	806,079	839,253
Transfer to Reserves:	3,034,269	2,250,526
<b>Total Non-Operational Expenditures</b>	<b>3,840,348</b>	<b>3,089,779</b>
<b>Total Expenditures</b>	<b>27,408,104</b>	<b>29,203,945</b>
	94%	
<b>Less Non-Cash Item Amortization</b>	<b>3,587,348</b>	<b>3,466,346</b>
<b>Total Expenditures less Non-cash Item Amortization</b>	<b>23,820,756</b>	<b>25,737,599</b>
	93%	
<b>Surplus/(Deficit)</b>	<b>-525,406</b>	<b>-1,396,782</b>
<b>Internal Cost Allocations to Utilities Services</b>	<b>551,933</b>	<b>551,933</b>
<b>General Operations Cost Subsidized by Utilities</b>	<b>26,526</b>	<b>-844,849</b>

*Excess (Deficiency) for 2020 actuals is subject to change due to the 2020 year end.*

**Town of Hinton**  
**DRAFT OPERATING BUDGET**  
**2021 - 2023 Utilities Services Operating Plan**  
**As at December 31, 2020**

	Actual 2020	Budget 2020
<b>Funding Source</b>		
User Fees and Sale of Goods:	109,733	87,500
Waste Management:	1,178,353	1,188,000
Utilities:	4,403,777	4,497,687
Other Revenue:	-31,028	1,000
Penalties & Costs on Taxes:	24,303	30,000
Interdepartmental Transfers	20,604	
<b>Total Revenue Funding Sources</b>	<b>5,705,742</b>	<b>5,804,187</b>
 <b>Transfers from Reserves</b>	 0	 30,000
 <b>Total Funds Available</b>	 <b>5,705,742</b>	 <b>5,834,187</b>
	98%	0
 <b>Operational Expenditures</b>		
Salaries, Wages & Benefits:	557,777	564,680
Contracted & General Services:	1,417,722	1,679,562
Materials, Goods, Supplies & Utilities:	434,906	466,537
Amortization of Tangible Capital	1,114,154	1,100,439
One-Time Operational Projects:	0	30,000
Long-Term Debt Interest:	14,404	14,404
Interdepartmental Transfers	216,271	270,875
<b>Total Operational Expenditures</b>	<b>3,755,234</b>	<b>4,126,497</b>
 <b>Non-Operational Expenditures</b>		
Long-Term Debt Principal:	326,264	326,624
Transfer to Reserves:	1,084,723	1,084,723
<b>Total Non-Operational Expenditures</b>	<b>1,410,987</b>	<b>1,411,347</b>
 <b>Total Expenditures</b>	 <b>5,166,221</b>	 <b>5,537,844</b>
	93%	
 <b>Less Non-Cash Item Amortization</b>	 <b>1,114,154</b>	 <b>1,100,439</b>
 <b>Total Expenditures less Non-cash Item Amortiza</b>	 <b>4,052,067</b>	 <b>4,437,405</b>
	91%	
 <b>Total Surplus</b>	 <b>1,653,676</b>	 <b>1,396,782</b>
 <b>Internal Cost Allocations</b>	 -551,933	 -551,933
 <b>Total Surplus Used to Subsidize General Operati</b>	 <b>1,101,743</b>	 <b>844,849</b>

*Excess (Deficiency) for 2020 actuals are subject to change due to  
Year End Results and the Audit process.*

**The Town of Hinton**  
**Year to Date Financial Statements**  
**As at December 31, 2020**

Budget Revenue and Expense by Division (Reserves Included in Division)

DEPARTMENT : Total Amount Required By Taxation

Approved December  
15, 2020

Tax Rate Increase

**-3.1%**

<b>Taxation Required</b>	<b>A2020</b>	<b>B2020</b>	<b>Variance</b>
	\$	\$	
Municipal Taxes:	18,121,322	18,178,532	57,210
Requisitions:	-5,137,408	-5,165,510	-28,102
<b>Total Municipal Property Taxation Collected</b>	<b>\$ 12,983,914</b>	<b>\$ 13,013,022</b>	<b>\$ 29,108</b>
<i>Year over Year Increase/(Decrease)</i>			<b>452,551</b>
<hr/>			
<b>General Operating Budget</b>	<b>A2020</b>	<b>B2020</b>	<b>Variance</b>
	\$	\$	
Mayor & Council	- 298,375	- 347,875	49,500
Public Relations	- 323,817	- 372,450	48,633
Chief Administrative Office Group	- 998,910	- 1,218,778	219,868
Corporate Services	- 1,557,677	- 1,672,119	114,442
Infrastructure Services	- 3,120,398	- 3,315,911	195,513
Facility Services and Debt	- 3,170,414	- 3,574,001	403,587
Protective Services	- 1,465,130	- 1,488,331	23,201
RCMP	- 2,101,880	- 1,880,253	- 221,627
Parks, Recreation and Culture	- 2,698,629	- 2,956,071	257,442
Family Community Support Services	- 409,891	- 349,311	- 60,579
Transit	- 303,893	- 350,657	46,763
Development Services	- 1,378,648	- 1,165,798	- 212,850
Utility Services* (Water, Sewer, Waste)	1,653,676	1,429,422	224,254
Other Revenue & Expenses	3,824,945	3,755,716	69,230
Revenue Reserve Transfer Misc	493,395	493,395	-
<b>Total General Operating (Amount Required by Taxation)</b>	<b>-\$ 11,855,645</b>	<b>-\$ 13,013,022</b>	<b>\$ 1,128,269</b>
<i>Excess to Remove from Budget</i>		\$ 1,128,269	\$ 0
			\$ -

**The Town of Hinton**  
**Income Statement - Summary**

**Budget vs Actual**

**For the Year Ended December 31, 2020**

**Taxation Required by Department/Service Branch = Revenue -Expenditures**

Department	2020 Actual	2020 Budget	Variance	Summary Description	Description
<b>MUNICIPAL PROPERTY TAXATION</b>					
Municipal Property Taxation Collected	\$ 12,983,914	\$ 13,013,022	\$ 29,108	On Target	On Target.
<b>GENERAL GOVERNMENT SERVICES (Incl. Mayor and Council, Public Relations, CAO, Corporate Services and Other)</b>					
Mayor & Council	-298,375	-347,875	-\$ 49,500	Expenditure reduction due to COVID-19	Underspent on Travel, Training and Memberships due to COVID-19 Pandemic.
Public Relations	-323,817	-372,450	-\$ 48,633	Reallocation of costs and contribution reduction.	Airport Agreement \$10,000 underbudget and \$15,000 reduction due to Community Services expensing HMBA allocation.
Chief Administrative Office Group	-998,910	-1,218,778	-\$ 219,868	Legal Cost Reduction	Underspent on Legal costs - \$110,000, Contracted Services -\$18,000 and Wages -\$80,000.
Corporate Services	-1,557,677	-1,672,119	-\$ 114,442	Vacancy Reductions in Legislative & Communications	Legislative Service reduction of \$30,000 due to vacancy in the role, Communications reduction of \$13,000 and \$45,000 reduction in contracted services due vacancy in the role, and an Information Technology reduction of \$43,000 due to new contract for photocopier.
Other Revenue & Expenses	4,318,340	4,249,111	-\$ 69,230	Increased Grant Revenue	The MOST grant revenue of \$1,005,641 was unbudgeted. This revenue was specifically allocated to General Government Services and Protective Services to offset the COVID-19 Pandemic cost impacts found within Disaster Services. The Town's Investment Income was down \$200,000 and Tax Penalty Revenue down \$25,000. Administration did increase the Transfer to Reserves by \$700,000 as this was the estimated amount to be placed into reserve due to the anticipated surplus for 2020. Overall the increased grant revenue offset the decrease in other revenue expected.
<b>DEVELOPMENT SERVICES DEPARTMENT</b>					
Development Services	-1,378,648	-1,165,798	\$ 212,850	Unforeseen Cost Impact	Land Development revenue removal of prior year 2015 deposit deemed uncollectable.
<b>PROTECTIVE SERVICES DEPARTMENT</b>					
Protective Services	-3,567,010	-3,368,584	\$ 198,426	Decreased Fine Revenue	Disaster Services received \$300,829 to offset COVID losses, overall revenue for Protective Services down due to COVID-19 Pandemic Fines -\$220,000, Sales of Service -\$55,000, \$58,000 Savings in Fire Fighter wages.
<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>					
Infrastructure Services	-3,120,398	-3,315,911	-\$ 195,513	Decrease in Road and Equipment work as well as Contracted Services.	Road and sidewalk savings as expenditures were reduced by just under \$200,000 due to cost saving efforts and impacts due to COVID-19. Contracted Services was down approx. \$150,000 mainly due to a combination of less snow and ice removal and project work that was placed on hold. In addition material and supplies costs were down due to reduced project work and casuals were not utilized to full capacity reducing wages slightly and a small portion of Emergency Operations Center and COVID related wages were coded to Disaster Services.
Facility Services and Debt	-3,170,414	-3,574,001	-\$ 403,587	Decrease in all Project Work, Shift in Resources and a Decrease in Contracted Services.	Due to a shift in resources due to COVID-19 many projects were not undertaken. Although there was a slight loss of revenue in this area due to facility closures of \$60,000. Under Contract Services – the combined savings was \$155,000 in contracted services, maintenance and \$10,000 in training and Subsidy savings in the Hinton Centre. \$100,000 worth of savings were due to facility closures of the Rec Center, Pool and Arena and the remaining savings were due to facility cost reductions due to COVID-19 impacts, as many contracted services and ongoing maintenance projects were placed on hold.
<b>COMMUNITY SERVICES DEPARTMENT</b>					
Parks, Recreation & Culture	-2,698,629	-2,956,071	-\$ 257,442	Met New COVID-19 Adjusted Target Budget	Due to COVID-19 this Department met goal of coming in underbudget. This decision was made early on to ensure that cost impacts due to COVID-19 across the Organization would be offset as no Provincial grant was anticipated. This strategy resulted in additional cost savings for the Town of approx. \$148,000. Consideration should be given, to place savings into the Parks and Trails reserve.
Public Health & Welfare	-713,784	-699,968	\$ 13,816	Met New COVID-19 Adjusted Target Budget	Due to COVID-19 this Department met goal of coming in just over budget. This was known early on an offsetting decreases were set to occur in the Recreation Service Area.
<b>UTILITY SERVICES DEPARTMENT (Fee for Service)</b>					

**The Town of Hinton**  
**Income Statement - Summary**

**Budget vs Actual**

**For the Year Ended December 31, 2020**

**Taxation Required by Department/Service Branch = Revenue -Expenditures**

Department	2020 Actual	2020 Budget	Variance	Summary Description	Description
Water, Sewer & Garbage	1,653,676	1,429,422	-\$ 224,254	Decrease in Contracted Work and Project Work.	Water Utility savings, although a decrease in overall revenue collected due to COVID-19 of appox. \$94,000, contracted services were reduced by \$265,000 mainly due to decrease in contracted work. Water Treatment Plant reductions in Consulting Services of \$30,000. Time was limited to undertake any project work. Waste Revenue was down \$34,000 in Commercial due to facility closures and consulting services down \$67,000. There was an additional savings of \$51,000 on waste containers by moving to a modernized system.
<i>All major impacts that have created variances between actual vs budget are due to the impacts of the COVID-19 Pandemic.</i>					
<b>Total Profit/(Loss)</b>	<b>\$ 1,128,269</b>	<b>\$ 0</b>	<b>-\$ 1,128,269</b>		
<i>2</i>					
<i>Add Capital Revenue</i>					
<b>Total Profit*/(Loss)</b>	<b>\$ 1,128,269</b>				
<i>Less: Unrestricted Deficiency Reserve</i>	<i>- 594,923</i>				
<i>Less: Parks and Trails Reserve Contribution</i>	<i>- 257,442</i>				
<i>Less: Additional Emerging Issues Reserve*</i>	<i>- 275,904</i>				
<b>Total Profit/(Loss)</b>	<b>\$ 0</b>				
<i>*Surplus in addition to the \$700,000 already accounted for and placed in the Emergency Response Reserve</i>					
<i>*This amount is subject to change due to Landfill Yearend implications and the finalization of the Town Year End and Audit.</i>					
<b>Emerging Issues Reserve Balance</b>					
Year	Amount	Description			
<b>2021</b>	<b>\$ 700,000</b>	MOST Grant Surplus Entry Initiated			
<b>2021</b>	<b>- 200,000</b>	Total Amount of Reserve to be used to offset 2021 Taxation Required			
<b>2022</b>	<b>- 200,000</b>	Total Amount of Reserve to be used to offset 2022 Taxation Required			
<b>2023</b>	<b>- 100,000</b>	Total Amount of Reserve to be used to offset 2023 Taxation Required			
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>Total Amount Remaining To Allocate</b>			

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**OTHER REVENUE AND EXPENSE**

Revenue less Expenditures = Total Amount Required by Taxation

	Actual	Budget
	2020	2020
<b>Other Revenue and Expense</b>	\$	\$
Franchise Fees	1,681,427	1,689,025
Other Revenue	- 6,819	70,000
Investment Income	145,606	246,500
Penalties on Taxes	141,709	165,255
Grants in Lieu of Taxes	71,666	69,000
Government Transfers for Operating	2,882,310	1,872,723
Other Revenue	-	-
Transfers from Reserves	-	-
<b>Revenue</b>	<b>4,915,898</b>	<b>4,112,503</b>
Salary, Wages & Benefits	-	-
Contracted & General Services	107,182	104,441
Operational Projects	-	-
Taxation Other Contracted Expenses	97,240	121,398
Bank Fees and Interest	1,040	4,889
<b>Expense</b>	<b>205,462</b>	<b>230,728</b>
<b>Excess (Deficiency)</b>	<b>4,710,436</b>	<b>3,881,775</b>
<b>Excess Revenue Used to Fund Reserves</b>		
<b>Excess Revenue (Taxation Required)</b>	<b>\$ 4,710,436</b>	<b>\$ 3,881,775</b>
Transfer to Reserves	- 885,491	- 126,000
<b>Excess Revenue (Taxation Required)</b>	<b>\$ 3,824,945</b>	<b>\$ 3,755,775</b>

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*

**Governance - COUNCIL & PUBLIC RELATIONS**

Revenue less Expenditures = Total Amount Required by Taxation

	2020	Actual	Budget	
		2020	Variance	\$
<b>Governance - COUNCIL &amp; PUBLIC RELATIONS</b>				
<b>Council</b>				
Sale of Goods	308		-	308
Transfers from Reserves	-		-	
<b>Revenue</b>	<b>308</b>		-	<b>308</b>
Salary, Wages & Benefits	271,527	271,933	406	
Contracted & General Services	19,113	68,989	49,876	
Materials, Goods, Supplies & Utilities	1,711	1,491	-	220
Transfers to local boards/agencies			-	
Interdepartmental Transfers	6,333	5,462	-	871
<b>Expense</b>	<b>298,684</b>	<b>347,875</b>	<b>49,191</b>	
<b>Excess (Deficiency)</b>	<b>- 298,375</b>	<b>- 347,875</b>	<b>- 49,500</b>	
<b>Public Relations</b>			-	-
Transfers from Reserves	29,803	88,360	58,558	
Other Revenue	-	-	-	
<b>Revenue</b>	<b>29,803</b>	<b>88,360</b>	<b>58,558</b>	
Contracted & General Services	19,730	20,000	270	
Materials, Goods, Supplies & Utilities	1,179	3,000	1,821	
Partnerships/Agreements	126,343	153,000	26,657	
Shared Services	75,000	90,000	15,000	
Other Groups	80,000	83,200	3,200	
Grant Program	29,803	88,360	58,558	
Donations and Scholarships	21,565	23,250	1,685	
<b>Expense</b>	<b>353,619</b>	<b>460,810</b>	<b>107,191</b>	
<b>Excess (Deficiency)</b>	<b>- 323,817</b>	<b>- 372,450</b>	<b>- 48,633</b>	
<b>Corporate Services Total Required by Taxation</b>	<b>- 622,192</b>	<b>- 720,325</b>	<b>- 98,133</b>	

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**Public Relations**

**Revenue less Expenditures = Total Amount Required by Taxation**

	Actual	Budget	
	2020	2020	Variance
	\$	\$	
<b>Public Relations</b>			
Transfer from Reserves	29,803	88,360	58,558
<b>Revenue</b>	<b>29,803</b>	<b>88,360</b>	<b>58,558</b>
 <b>Partnerships/Agreements</b>			
Chamber of Commerce	52,760	53,000	240
Airport	73,583	100,000	26,417
<b>Expense</b>	<b>126,343</b>	<b>153,000</b>	<b>26,657</b>
 <b>Shared Services</b>			
Hinton Mountain Bike Association	-	15,000	15,000
Hinton Disc Golf Association	-	-	-
Hinton Performing Arts Society (PATH)	55,000	55,000	-
Foothills Recreation Management Association	20,000	20,000	-
<b>Expense</b>	<b>75,000</b>	<b>90,000</b>	<b>15,000</b>
 <b>Other Groups</b>			
Hinton Historical Society	75,000	75,000	-
Fohn Festival	5,000	8,200	3,200
<b>Expense</b>	<b>80,000</b>	<b>83,200</b>	<b>3,200</b>
 <b>Donations and Scholarships</b>			
STARS	19,764	19,250	514
Donations and Scholarships	1,801	4,000	2,199
<b>Expense</b>	<b>21,565</b>	<b>23,250</b>	<b>1,685</b>
 <b>Grant Program</b>			
<b>Expense</b>	<b>29,803</b>	<b>88,360</b>	<b>58,558</b>
 <b>Other Expenses Civic Agencies</b>			
Other Expenses Total	20,909	23,000	-
<b>Total Expense</b>	<b>353,619</b>	<b>460,810</b>	<b>107,191</b>
<b>Amount Required By Taxation</b>	<b>-</b>	<b>323,817</b>	<b>-</b>
		<b>372,450</b>	<b>-</b>
		<b>48,633</b>	
		<b>87%</b>	

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**Governance - CAO DEPARTMENT**

Revenue less Expenditures = Total Amount Required by Taxation

	Actual 2020	Budget	
		2020	Variance
<b>Governance - CAO Department</b>			
<b>Human Resources</b>		\$	\$
Sale of Goods & Services	-	504	504
Transfers from Reserves			-
<b>Revenue</b>	<b>0</b>	<b>504</b>	<b>504</b>
Salary, Wages & Benefits	466,040	540,000	73,960
Contracted & General Services	156,725	303,593	146,868
Materials, Goods, Supplies & Utilities	7,186	12,580	5,394
Operational Projects			-
<b>Expense</b>	<b>629,951</b>	<b>856,173</b>	<b>226,222</b>
<b>Excess (Deficiency)</b>	<b>- 629,951</b>	<b>- 855,669</b>	<b>- 225,718</b>
<b>Chief Administrative Officer</b>			
Transfers from Reserves	-	-	-
<b>Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>
Salary, Wages & Benefits	342,062	335,466	- 6,596
Contracted & General Services	18,619	17,905	- 714
Materials, Goods, Supplies & Utilities	1,220	3,650	2,430
Operational Projects	-	-	-
Interdepartmental Transfers	7,059	6,088	- 971
<b>Expense</b>	<b>368,959</b>	<b>363,109</b>	<b>- 5,850</b>
<b>Excess (Deficiency)</b>	<b>- 368,959</b>	<b>- 363,109</b>	<b>- 5,850</b>
<b>Excess (Deficiency)</b>	<b>- 998,910</b>	<b>- 1,218,778</b>	<b>- 219,868</b>
<b>Amount Required By Taxation</b>	<b>-\$ 998,910</b>	<b>-\$ 1,218,778</b>	<b>-\$ 219,868</b>

82%

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*

**Governance - CORPORATE SERVICES DEPARTMENT**

Revenue less Expenditures = Total Amount Required by Taxation

	2020	2020	Budget	
			Variance	
<b>Governance - Corporate Services</b>				
<b>Strategic Communications</b>				
Sale of Goods & Services	376	300	-	76
Other Revenues	-	5,000		5,000
<b>Revenue</b>	<b>376</b>	<b>5,300</b>		<b>4,924</b>
Salary, Wages & Benefits	200,559	212,309		11,750
Contracted & General Services	27,492	70,280		42,788
Materials, Goods, Supplies & Utilities	3,612	7,140		3,528
<b>Expense</b>	<b>231,663</b>	<b>289,729</b>		<b>58,066</b>
<b>Excess (Deficiency)</b>	<b>- 231,287</b>	<b>- 284,429</b>		<b>- 53,142</b>
<b>Legislative Services</b>				
Transfers from Reserves			-	
<b>Revenue</b>			-	-
Salary, Wages & Benefits	64,897	85,000		20,103
Contracted & General Services	22,586	30,876		8,290
Materials, Goods, Supplies & Utilities	783	954		171
<b>Expense</b>	<b>88,266</b>	<b>116,830</b>		<b>28,564</b>
<b>Excess (Deficiency)</b>	<b>- 88,266</b>	<b>- 116,830</b>		<b>- 28,564</b>
<b>Management &amp; Finance</b>				
Sale of Goods & Services	6,839	20,500		13,661
Investment Income	2,436	3,630		1,195
Government Transfers for Operating	21,793	21,500	-	293
Transfers from Reserves	-	-	-	-
<b>Revenue</b>	<b>31,068</b>	<b>45,630</b>		<b>14,562</b>
Salary, Wages & Benefits	655,198	652,576	-	2,622
Contracted & General Services	94,491	123,076		28,585
Materials, Goods, Supplies & Utilities	24,423	18,462	-	5,961
Operational Projects	-	-	-	-
Interdepartmental Transfers	7,186	6,198	-	988
<b>Expense</b>	<b>781,298</b>	<b>800,312</b>		<b>19,014</b>
<b>Excess (Deficiency)</b>	<b>- 750,230</b>	<b>- 754,682</b>		<b>- 4,452</b>
<b>Information Technology</b>				
Salary, Wages & Benefits	122,642	118,000	-	4,642
Contracted & General Services	103,218	147,629		44,411
Materials, Goods, Supplies & Utilities	202,033	186,549	-	15,484
Operational Projects	-	-	-	-
<b>Expense</b>	<b>427,893</b>	<b>452,178</b>		<b>24,285</b>
<b>Excess (Deficiency)</b>	<b>- 427,893</b>	<b>- 452,178</b>		<b>- 24,285</b>
<b>Excess (Deficiency)</b>	<b>-\$ 1,497,677</b>	<b>-\$ 1,608,119</b>	<b>-\$ 81,879</b>	
<b>Transfers to Reserves</b>	<b>- 60,000</b>	<b>- 64,000</b>	<b>- 4,000</b>	
<b>Total Required by Taxation</b>	<b>-\$ 1,557,677</b>	<b>-\$ 1,672,119</b>	<b>-\$ 114,442</b>	
			93%	

**The Town of Hinton**  
**PROTECTIVE SERVICES DEPARTMENT**  
**2021 - 2023 Operating Plan**

Revenue less Expenditures = Total Amount Required by Taxation

	2020	2020	Budget	
			Variance	
<b>PROTECTIVE SERVICES DEPARTMENT</b>				
<b>Automated Traffic Enforcement</b>				
Fines	141,115	400,000		258,885
<b>Revenue</b>	<b>141,115</b>	<b>400,000</b>		<b>258,885</b>
Contracted & General Services	49,565	200,000		150,435
Transfers to Reserves	94,352	200,000		105,648
<b>Expense</b>	<b>143,917</b>	<b>400,000</b>		<b>256,083</b>
<b>Excess (Deficiency)</b>	<b>- 2,802</b>	<b>-</b>		<b>2,802</b>
<b>Fire Rescue Services</b>				
Sale of Goods & Services	51,645	85,000		33,355
Other Revenues	10,000	3,000	-	7,000
Rentals	12,597	26,999		14,402
Government Transfers For Operating	409,900	435,000		25,100
Transfers from Reserves	-	237,506		237,506
<b>Revenue</b>	<b>484,142</b>	<b>787,505</b>		<b>303,363</b>
Salary, Wages & Benefits	622,004	675,396		53,392
Contracted & General Services	384,210	403,503		19,293
Materials, Goods, Supplies & Utilities	200,273	188,688	-	11,585
Operational Projects	-	240,506		240,506
Long Term Debt and Interest	-	52,375		52,375
Bank Charges & Short-term Interest	518	500	-	18
Interdepartmental Transfers	65,749	71,576		5,827
<b>Expense</b>	<b>1,272,754</b>	<b>1,632,544</b>		<b>359,790</b>
<b>Excess (Deficiency)</b>	<b>- 788,612</b>	<b>- 845,039</b>		<b>- 56,426</b>
<b>Disaster Services</b>				
Government Transfers For Operating	300,829	-	-	300,829
Transfers from Reserves	30,432	31,870		1,438
<b>Revenue</b>	<b>331,261</b>	<b>31,870</b>	-	<b>299,391</b>
Contracted & General Services	3,792	3,600	-	192
Materials, Goods, Supplies & Utilities	4,233	4,300		67
Operational Projects*	323,340	31,870	-	291,470
<b>Expense</b>	<b>331,365</b>	<b>39,770</b>	-	<b>291,595</b>
<b>Excess (Deficiency)</b>	<b>- 104</b>	<b>- 7,900</b>		<b>- 7,796</b>
<b>Health &amp; Safety</b>				
Sale of Goods & Services	-	-	-	-
<b>Revenue</b>	<b>-</b>	<b>-</b>		<b>-</b>
Salary, Wages & Benefits	116,795	122,000		5,205
Contracted & General Services	26,272	27,350		1,078
Materials, Goods, Supplies & Utilities	11,506	16,599		5,093

**The Town of Hinton**  
**PROTECTIVE SERVICES DEPARTMENT**  
**2021 - 2023 Operating Plan**

Revenue less Expenditures = Total Amount Required by Taxation

	Actual	Budget	
<b>Expense</b>	<b>154,573</b>	<b>165,949</b>	11,376
<b>Excess (Deficiency)</b>	<b>- 154,573</b>	<b>- 165,949</b>	<b>11,376</b>
<b>Bylaw &amp; Animal Control Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
Sale of Goods & Services	2,271	8,000	5,729
Licenses & Permits	5,649	2,600	3,049
Fines	60,006	85,000	24,994
<b>Revenue</b>	<b>67,925</b>	<b>95,600</b>	<b>27,675</b>
Salary, Wages & Benefits	322,183	344,076	21,893
Contracted & General Services	39,105	51,054	11,949
Materials, Goods, Supplies & Utilities	13,777	22,401	8,624
Bank Charges & Short-term Interest	-	-	-
Interdepartmental Transfers	31,899	27,512	4,387
<b>Expense</b>	<b>406,964</b>	<b>445,043</b>	<b>38,079</b>
<b>Excess (Deficiency)</b>	<b>- 339,039</b>	<b>- 349,443</b>	<b>10,404</b>
<b>RCMP</b>	<b>-</b>	<b>-</b>	<b>-</b>
Sale of Goods & Services	9,199	21,200	12,001
Other Revenues	1,031	900	- 131
Fines	50,832	50,000	- 832
Government Transfers for Operating	298,061	462,000	163,939
<b>Revenue</b>	<b>359,123</b>	<b>534,100</b>	<b>174,977</b>
Salary, Wages & Benefits	282,439	305,953	23,514
Contracted & General Services	2,176,779	2,106,400	- 70,379
Materials, Goods, Supplies & Utilities	495	500	5
Transfers to local boards/agencies	1,290	1,500	210
<b>Expense</b>	<b>2,461,003</b>	<b>2,414,353</b>	<b>- 46,650</b>
<b>Excess (Deficiency)</b>	<b>-\$ 2,101,880</b>	<b>-\$ 1,880,253</b>	<b>\$ 221,627</b>
<b>Excess (Deficiency)</b>	<b>- 3,387,010</b>	<b>- 3,248,584</b>	<b>138,426</b>
<b>Transfers to Reserves</b>	<b>- 180,000</b>	<b>- 120,000</b>	<b>60,000</b>
<b>Total Required by Taxation</b>	<b>-\$ 3,567,010</b>	<b>-\$ 3,368,584</b>	<b>\$ 198,426</b>

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**DEVELOPMENT SERVICES**

Revenue less Expenditures = Total Amount Required by Taxation

		Actual	Budget	
<b>DEVELOPMENT SERVICES</b>		2020	2020	Variance
<b>Development Service</b>		\$	\$	\$
Sale of Goods & Services		4,370	20,000	15,630
Licenses & Permits		147,359	205,000	57,641
Rentals		33,980	51,000	17,020
Other Revenues		85	- -	85
Development Levies		-	50,000	50,000
Government Transfers for Operating		184,637	13,644 -	170,993
Transfers from Reserves		-	876,133	876,133
<b>Revenue</b>		<b>370,431</b>	<b>1,215,777</b>	<b>845,346</b>
Salary, Wages & Benefits		695,365	803,001	107,636
Contracted & General Services		399,045	193,880 -	205,165
Materials, Goods, Supplies & Utilities		19,844	66,099	46,255
Operational Projects		252,824	876,133	623,309
Transfers to local boards/agencies		2,749	5,000	2,251
Long-Term Debt Interest & Principal		116,988	117,434	446
Bank Charges & Short-term Interest		244	500	256
<b>Expense</b>		<b>1,487,060</b>	<b>2,062,047</b>	<b>574,987</b>
<b>Excess (Deficiency)</b>		<b>- 1,116,628 -</b>	<b>846,270</b>	<b>270,358</b>
<b>Economic Development</b>				
Other Revenues		-	-	-
Government Transfers for Operations		29,573	30,000	427
<b>Revenue</b>		<b>29,573</b>	<b>30,000</b>	<b>427</b>
Salary, Wages & Benefits		131,863	134,000	2,137
Contracted & General Services		99,293	101,828	2,535
Materials, Goods, Supplies & Utilities		437	700	263
Transfers to local boards/agencies		-	3,000	3,000
<b>Expense</b>		<b>231,593</b>	<b>239,528</b>	<b>7,935</b>
<b>Excess (Deficiency)</b>		<b>- 202,020 -</b>	<b>209,528 -</b>	<b>7,508</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>- 1,318,648 -</b>	<b>1,055,798</b>	<b>262,850</b>
<b>Transfers to Reserves</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Required by Taxation</b>		<b>-\$ 1,378,648</b>	<b>-\$ 1,165,798</b>	<b>\$ 212,850</b>
		118%		

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**COMMUNITY SERVICES**

Revenue less Expenditures = Total Amount Required by Taxation

	<b>Actual</b>	<b>Budget</b>	
	<b>2020</b>	<b>2020</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>COMMUNITY SERVICES - Parks, Trail, Recration &amp; Lib</b>			
<b>Administration</b>			
Salary, Wages & Benefits	175,281	181,001	5,720
Contracted & General Services	2,686	6,775	4,089
Materials, Goods, Supplies & Utilities	480	408	-72
<b>Expense</b>	<b>178,447</b>	<b>188,184</b>	<b>9,737</b>
<b>Excess (Deficiency)</b>	<b>- 178,447</b>	<b>- 188,184</b>	<b>- 9,737</b>
<b>Parks, Trails and Playgrounds</b>			
Sale of Goods & Services	14,630	11,000	-3,630
Rentals	- 30	2,000	2,030
Transfers from Reserves	-	3,000	3,000
<b>Revenue</b>	<b>14,600</b>	<b>16,000</b>	<b>1,400</b>
Salary, Wages & Benefits	555,925	618,613	62,688
Contracted & General Services	57,969	97,997	40,028
Materials, Goods, Supplies & Utilities	72,458	120,840	48,382
Operational Projects	-	3,000	3,000
Interdepartmental Transfers	181,147	156,234	-24,913
<b>Expense</b>	<b>867,499</b>	<b>996,684</b>	<b>129,185</b>
<b>Excess (Deficiency)</b>	<b>- 852,899</b>	<b>- 980,684</b>	<b>- 127,785</b>
<b>Recreation Facilities and Programs</b>			
Sale of Goods & Services	296,201	573,088	276,887
Other Revenues	3,339	5,132	1,794
Rentals	5,473	16,000	10,527
Investment Income	15	- -	15
Penalties & Costs on Taxes	78	- -	78
Government Transfers for Operating	185,354	214,489	29,135
Interdepartmental Transfers	134	- -	134
<b>Revenue</b>	<b>490,594</b>	<b>808,709</b>	<b>318,116</b>
Salary, Wages & Benefits	1,163,798	1,468,534	304,736
Contracted & General Services	27,580	77,875	50,295
Materials, Goods, Supplies & Utilities	67,604	121,883	54,279
Bank Charges & Short-term Interest	9,320	18,000	8,680
Interdepartmental Transfers	45,296	39,065	-6,231
<b>Expense</b>	<b>1,313,598</b>	<b>1,725,357</b>	<b>411,759</b>
<b>Excess (Deficiency)</b>	<b>- 823,004</b>	<b>- 916,647</b>	<b>- 93,643</b>
<b>Art &amp; Culture</b>			
Sale of Goods & Services	- 3,000	3,000	0
Other Revenues	7,242	2,000	-5,242
Rentals	1,575	13,000	11,425
Interdepartmental Transfers	0	0	0

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**COMMUNITY SERVICES**

Revenue less Expenditures = Total Amount Required by Taxation

		<b>Actual</b>	<b>Budget</b>	
<b>Revenue</b>		<b>8,817</b>	<b>18,000</b>	<b>9,183</b>
Salary, Wages & Benefits		69,055	94,456	25,401
Contracted & General Services		4,019	7,380	3,361
Materials, Goods, Supplies & Utilities		23,110	22,152	958
Interdepartmental Transfers		2,688	2,318	370
<b>Expense</b>		<b>98,872</b>	<b>126,306</b>	<b>27,434</b>
<b>Excess (Deficiency)</b>		<b>- 90,055</b>	<b>- 108,306</b>	<b>- 18,251</b>
<b>Library Services</b>				
Sale of Goods & Services		5,486	10,500	5,014
Other Revenues		221	3,250	3,029
Investment Income		127	100	27
Interdepartmental Transfers		158	- -	158
Government Transfers for Operating		91,193	102,277	11,084
<b>Revenue</b>		<b>97,186</b>	<b>116,127</b>	<b>18,941</b>
Salary, Wages & Benefits		381,166	448,365	67,199
Contracted & General Services		69,278	87,719	18,441
Materials, Goods, Supplies & Utilities		45,986	42,136	3,850
Transfer to Reserves		79,021	16,000	63,021
Bank Charges & Short-term Interest		604	850	246
Interdepartmental Transfers		541	467	74
<b>Expense</b>		<b>576,596</b>	<b>595,537</b>	<b>18,941</b>
<b>Excess (Deficiency)</b>		<b>- 479,410</b>	<b>- 479,410</b>	<b>0</b>
<b>Cemetery Services</b>				
Other Revenues		25,400	21,000	- 4,401
<b>Revenue</b>		<b>25,400</b>	<b>21,000</b>	<b>- 4,401</b>
Salary, Wages & Benefits		8,042	14,231	6,189
Contracted & General Services		502	643	141
Materials, Goods, Supplies & Utilities		7,449	5,100	- 2,349
Interdepartmental Transfers		2,580	2,225	- 355
<b>Expense</b>		<b>18,574</b>	<b>22,199</b>	<b>3,625</b>
<b>Excess (Deficiency)</b>		<b>6,827</b>	<b>- 1,199</b>	<b>- 8,026</b>
<b>Debentures</b>				
Long Term Debt and Interest		52,640	52,640	- 0
<b>Expense</b>		<b>52,640</b>	<b>52,640</b>	<b>- 0</b>
<b>Excess (Deficiency)</b>		<b>- 52,640</b>	<b>- 52,640</b>	<b>0</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>- 2,469,629</b>	<b>- 2,727,071</b>	<b>- 257,442</b>
<b>Transfers to Reserves</b>				
		- 229,000	- 229,000	- -
<b>Total Required by Taxation</b>				
		-\$ 2,698,629	-\$ 2,956,071	-\$ 257,442
		91%		

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*

**FAMILY COMMUNITY SUPPORT SERVICES (FCSS) & TRANSIT**

Revenue less Expenditures = Total Amount Required by Taxation

		Actual	Budget	
		2020	2020	Variance
		\$	\$	\$
<b>FCSS &amp; TRANSIT</b>				
<b>FCSS Core</b>				
Sale of Goods & Services		91,743	247,301	155,558
Other Revenues		21,373	37,270	15,897
Government Transfers for Operating		476,865	346,362	-130,503
Transfers from Reserves		-	-	-
<b>Revenue</b>		<b>589,981</b>	<b>630,933</b>	<b>40,952</b>
Salary, Wages & Benefits		856,826	886,004	29,178
Contracted & General Services		63,075	12,700	-50,375
Materials, Goods, Supplies & Utilities		33,471	50,542	-17,071
Transfers to local boards/agencies		-	-	-
Bank Charges & Short-term Interest		1,916	1,000	916
Interdepartmental Transfers		42	-	42
<b>Expense</b>		<b>955,330</b>	<b>950,246</b>	<b>5,084</b>
<b>Excess (Deficiency)</b>		<b>-365,349</b>	<b>-319,313</b>	<b>46,036</b>
<b>FCSS Grant</b>				
Government Transfers for Operating		154,340	392,532	238,192
<b>Revenue</b>		<b>154,340</b>	<b>392,532</b>	<b>238,192</b>
Salary, Wages & Benefits		127,492	389,994	262,502
Contracted & General Services		5,490	14,384	8,894
Materials, Goods, Supplies & Utilities		4,019	5,652	1,633
Transfers to local boards/agencies		-	7,500	7,500
<b>Expense</b>		<b>137,002</b>	<b>417,530</b>	<b>280,528</b>
<b>Excess (Deficiency)</b>		<b>17,338</b>	<b>-24,998</b>	<b>42,336</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>-348,011</b>	<b>-344,311</b>	<b>3,700</b>
<b>TRANSIT</b>				
Sale of Goods & Services		45,344	80,504	35,160
Rentals		-	300	300
<b>Revenue</b>		<b>45,344</b>	<b>80,804</b>	<b>35,460</b>
Salary, Wages & Benefits		203,136	263,577	60,441
Contracted & General Services		113,070	138,227	25,157
Materials, Goods, Supplies & Utilities		417	1,528	1,111
Interdepartmental Transfers		32,614	28,129	-4,485
<b>Expense</b>		<b>349,238</b>	<b>431,461</b>	<b>82,223</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>-303,893</b>	<b>-350,657</b>	<b>46,763</b>
<b>Transfers to Reserves</b>		<b>-61,880</b>	<b>-5,000</b>	<b>56,880</b>
<b>Total Required by Taxation</b>		<b>-\$713,784</b>	<b>-\$699,968</b>	<b>\$13,816</b>

102%

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**INFRASTRUCTURE SERVICES DEPARTMENT**

Revenue less Expenditures = Total Amount Required by Taxation

		<b>Actual</b>	<b>Budget</b>	
		2020	2020	Variance
		\$	\$	
<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>				
<b>Common Services</b>				
Transfers from Reserves		-	-	-
<b>Revenue</b>		-	-	-
Salary, Wages & Benefits		780,774	783,707	2,933
Contracted & General Services		53,049	93,829	40,780
Materials, Goods, Supplies & Utilities		22,187	29,753	7,566
Operational Projects		-	-	-
Interdepartmental Transfers		3,606	3,110	496
<b>Expense</b>		<b>859,616</b>	<b>910,399</b>	<b>50,783</b>
<b>Excess (Deficiency)</b>		<b>- 859,616</b>	<b>- 910,399</b>	<b>- 50,783</b>
<b>Road Transportation</b>				
Sale of Goods & Services		11,757	1,000	10,757
Transfers from Reserves		56,173	240,000	183,827
<b>Revenue</b>		<b>67,930</b>	<b>241,000</b>	<b>173,070</b>
Salary, Wages & Benefits		459,029	552,473	93,444
Contracted & General Services		299,091	394,146	95,055
Materials, Goods, Supplies & Utilities		715,731	711,996	- 3,735
Operational Projects		56,173	240,000	183,827
Principal & Interest Payments		-	-	-
Interdepartmental Transfers		442,679	381,797	60,882
<b>Expense</b>		<b>1,972,703</b>	<b>2,280,412</b>	<b>307,709</b>
<b>Excess (Deficiency)</b>		<b>- 1,904,773</b>	<b>- 2,039,412</b>	<b>- 134,639</b>
<b>Storm</b>				
Transfers from Reserves		-	-	-
<b>Revenue</b>		-	-	-
Salary, Wages & Benefits		-	-	-
Contracted & General Services		41,785	56,100	14,315
Materials, Goods, Supplies & Utilities		4,223	-	4,223
<b>Expense</b>		<b>46,009</b>	<b>56,100</b>	<b>10,091</b>
<b>Excess (Deficiency)</b>		<b>- 46,009</b>	<b>- 56,100</b>	<b>- 10,091</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>- 2,810,398</b>	<b>- 3,005,911</b>	<b>- 195,513</b>
<b>Transfers to Reserves</b>		<b>- 310,000</b>	<b>- 310,000</b>	<b>-</b>
<b>Total Required by Taxation</b>		<b>-\$ 3,120,398</b>	<b>-\$ 3,315,911</b>	<b>-\$ 195,513</b>

94%

0

0

**The Town of Hinton**  
**Year to Date Financial Statements**

*As at December 31, 2020*

**FACILITY & VEHICLE SERVICES DEPARTMENT**

**Revenue less Expenditures = Total Amount Required by Taxation**

		<b>Actual</b>	<b>Budget</b>	
		<b>2020</b>	<b>2020</b>	<b>Variance</b>
		\$	\$	
<b>FACILITY &amp; VEHICLE SERVICES</b>				
<b>Facility Services</b>				
Sale of Goods & Services		-	-	-
Other Revenues		8,701	17,600	8,899
Rentals		465,090	497,504	32,414
Transfers from Reserves		16,210	37,842	21,632
<b>Revenue</b>		<b>490,001</b>	<b>552,946</b>	<b>62,945</b>
Salary, Wages & Benefits		1,114,608	1,225,390	110,782
Contracted & General Services		221,895	382,355	160,460
Materials, Goods, Supplies & Utilities		712,418	849,198	136,780
Operational Projects		16,210	37,842	21,632
Interdepartmental Transfers		24,061	36,201	12,140
<b>Expense</b>		<b>2,089,192</b>	<b>2,530,986</b>	<b>441,794</b>
<b>Excess (Deficiency)</b>		<b>- 1,599,191</b>	<b>- 1,978,040</b>	<b>- 378,849</b>
<b>Vehicle Services</b>				
Gain		4,802	-	4,802
Interdepartmental Transfers		1,049,604	1,004,617	44,987
<b>Revenue</b>		<b>1,054,406</b>	<b>1,004,617</b>	<b>- 49,789</b>
Salary, Wages & Benefits		231,050	238,538	7,488
Contracted & General Services		98,618	70,059	28,559
Materials, Goods, Supplies & Utilities		402,220	376,020	26,200
<b>Expense</b>		<b>731,888</b>	<b>684,617</b>	<b>- 47,271</b>
<b>Excess (Deficiency)</b>		<b>- 322,518</b>	<b>- 320,000</b>	<b>- 2,518</b>
<b>Debentures</b>				
Transfers from Reserves		-	-	-
<b>Revenue</b>		-	-	-
Salary, Wages & Benefits		-	-	-
Long-Term Debt Interest		134,874	159,413	24,539
Long-Term Debt Principal		688,342	686,022	- 2,320
Interdepartmental Transfers		-	-	-
<b>Expense</b>		<b>823,216</b>	<b>845,435</b>	<b>- 22,219</b>
<b>Excess (Deficiency)</b>		<b>- 823,216</b>	<b>- 845,435</b>	<b>- 22,219</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>- 2,099,888</b>	<b>- 2,503,475</b>	<b>- 403,587</b>
<b>Transfers to Reserves</b>		<b>- 1,070,526</b>	<b>- 1,070,526</b>	<b>0</b>
<b>Total Required by Taxation</b>		<b>-\$ 3,170,414</b>	<b>-\$ 3,574,001</b>	<b>-\$ 403,587</b>

89%

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**UTILITY SERVICES DEPARTMENT**

Revenue less Expenditures = Total Amount Required by Taxation

	Actual	Budget		
		2020	2020	Variance
<b>UTILITY SERVICES DEPARTMENT</b>				
<b>Water Service</b>				
Sale of Goods & Services	2,089	5,000		2,911
Other Revenues	- 31,028	1,000		32,028
Penalties & Costs on Taxes	24,303	30,000		5,697
Utilities	3,463,176	3,512,687		49,511
Transfers from Reserves	-	30,000		30,000
Interdepartmental Transfers	20,604	32,640		12,036
<b>Revenue</b>	<b>3,479,145</b>	<b>3,611,327</b>		<b>132,182</b>
Salary, Wages & Benefits	180,197	214,154		33,957
Contracted & General Services	591,587	745,754		154,167
Materials, Goods, Supplies & Utilities	365,533	365,947		414
Operational Projects	-	30,000		30,000
Interdepartmental Transfers	44,369	38,267	-	6,102
<b>Expense</b>	<b>1,181,686</b>	<b>1,394,122</b>		<b>212,436</b>
<b>Excess (Deficiency)</b>	<b>2,297,459</b>	<b>2,217,205</b>	-	<b>80,254</b>
<b>Sewer Service</b>				
Utilities	940,601	985,000		44,399
Transfers from Reserves	-	-		-
<b>Revenue</b>	<b>940,601</b>	<b>985,000</b>		<b>44,399</b>
Salary, Wages & Benefits	42,200	45,385		3,185
Contracted & General Services	95,679	125,004		29,325
Materials, Goods, Supplies & Utilities	58,223	47,805	-	10,418
Operational Projects	-	-		-
Interdepartmental Transfers	27,571	23,779	-	3,792
<b>Expense</b>	<b>223,673</b>	<b>241,973</b>		<b>18,300</b>
<b>Excess (Deficiency)</b>	<b>716,928</b>	<b>743,027</b>		<b>26,099</b>
<b>Waste Service</b>				
Sale of Goods & Services	107,644	82,500	-	25,144
Waste Management	1,178,353	1,188,000		9,647
<b>Revenue</b>	<b>1,285,996</b>	<b>1,270,500</b>	-	<b>15,496</b>
Salary, Wages & Benefits	335,380	305,141	-	30,239
Contracted & General Services	730,456	808,804		78,348
Materials, Goods, Supplies & Utilities	11,150	52,785		41,635
Interdepartmental Transfers	144,331	208,829		64,498
<b>Expense</b>	<b>1,221,317</b>	<b>1,375,559</b>		<b>154,242</b>
<b>Excess (Deficiency)</b>	<b>64,679</b>	<b>- 105,059</b>	-	<b>169,738</b>
<b>Debentures</b>				
<b>Revenue</b>				

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**UTILITY SERVICES DEPARTMENT**

Revenue less Expenditures = Total Amount Required by Taxation

		<b>Actual</b>	<b>Budget</b>	
Debt Interest and Principal		340,668	341,028	360
<b>Expense</b>		<b>340,668</b>	<b>341,028</b>	<b>360</b>
<b>Excess (Deficiency)</b>		<b>- 340,668</b>	<b>- 341,028</b>	<b>- 360</b>
<b>Total</b>	<b>Excess (Deficiency)</b>	<b>2,738,399</b>	<b>2,514,145</b>	<b>- 224,254</b>
Transfers to Reserves		- 1,084,723	- 1,084,723	-
<b>Total Contribution to General Operations</b>		<b>\$ 1,653,676</b>	<b>\$ 1,429,422</b>	<b>-\$ 224,254</b>
		116%	0	-

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**OPERATIONAL PROJECTS**

Revenue less Expenditures = Total Amount Required by Taxation

Operational Projects Summary	Actual	Budget
<b>TOTAL</b>	<b>2020</b>	<b>2020</b>
	\$	\$
<b>Project Summary</b>		1,499,351
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,499,351</b>

*\*During the year Capital projects that are not deemed capital in nature may be moved to the operational category for audit purposes. This may show variances in totals from budget approved.*

<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROTECTIVE SERVICES DEPARTMENT</b>	<b>2020</b>	<b>2020</b>
	\$	\$
YHC 911 Capital Cost Share	188,000	188,000
FDM Software	-	35,000
Disaster Services Project	30,432	31,866
Disaster Services Project (COVID-19 Impacts)	292,907	
Training Project	-	17,506
<b>TOTAL</b>	<b>\$ 511,339</b>	<b>\$ 272,372</b>
<b>DEVELOPMENT SERVICES</b>	<b>2020</b>	<b>2020</b>
<b>Operational Projects</b>	\$	\$
Sherwood/Cheviot - Retaining Wall	-	100,000
Happy Creek Housing Project	102,227	236,134
Legal Contingency		400,000
Engineering Standards Carry Forward Project		20,000
Asset Management Planning Project	105,364	120,000
<b>TOTAL</b>	<b>\$ 207,591</b>	<b>\$ 876,134</b>
<b>COMMUNITY SERVICES - Parks, Trail, Recreation &amp; Library</b>	<b>2020</b>	<b>2020</b>
	\$	\$
Beaver Boardwalk Committee Expense	-	3,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>FACILITY &amp; VEHICLE SERVICES</b>	<b>2020</b>	<b>2020</b>
	\$	\$
General Building Maintenance Projects	16,210	20,000
General Building Maintenance Projects	-	17,842

**The Town of Hinton**  
**Year to Date Financial Statements**  
*As at December 31, 2020*  
**OPERATIONAL PROJECTS**

Revenue less Expenditures = Total Amount Required by Taxation

Operational Projects Summary		Actual	Budget
		2020	2020
		\$	\$
<b>TOTAL</b>		\$ 16,210	\$ 37,842
UTILITY SERVICES DEPARTMENT			
Water Treatment Plant Repairs		-	30,000
<b>TOTAL</b>		\$ -	\$ 30,000
<i>Water Services Reserve</i>			

**Town of Hinton**  
**Schedule of Reserves**  
*As at December 31, 2020*

	Actual	Budget
TOTAL RESERVE FUNDS (Estimated Balance)	2020	2020
<b>Restricted Reserves</b>		
HOUSING	133,907	-
MUNICIPAL RESERVE	934,185	523,524
NATURAL RESOURCES PARK	15,453	15,277
LIBRARY EQUIPMENT	272,636	216,266
WEST YELLOWHEAD WASTE MANAGEMENT AUTHORITY	254,409	254,409
OFFSITE LEVY (DCC'S)	1,991,264	2,041,266
<b>UnRestricted Reserves</b>		
MANAGEMENT DISCRETIONARY	2,337	2,310
ELECTIONS RESERVE - Other	14,921	14,796
OPERATING RESERVE (ONE-TIME)	100,965	50,498
BEAUTIFICATION RESERVE - Other	-	-
Safety Initiative Reserve - Other	22,523	22,339
ROAD, STREET AND SIDEWALK	91,058	268,789
STORM MAJOR	-	-
AUTOMATIC TRAFFIC RESERVE	868,856	466,420
CEMETERY PERPETUAL CARE	32,083	31,717
COMPUTER EQUIPMENT	208,791	99,093
WATER & SEWER MAJOR	2,796,578	411,670
WATER TREATMENT PLANT	500,000	500,000
MOUNTAIN BIKE TRAIL	73,286	72,450
PARKS & TRAILS MAJOR	297,850	226,872
COMMON EQUIPMENT MOBILE FLEET	1,248,293	236,465
FIRE RESCUE EQUIPMENT	286,411	215,117
ARTS & CULTURE EQUIPMENT	112,867	111,579
FACILITIES COMPONENTS	678,417	14,310
NEW INFRASTRUCTURE MAJOR	1,627,004	1,544,074
RECREATION CENTER CONSTRUCTION RESERVE	482,771	480,000
FUTURE DEVELOPMENT ENTREPRENEURIAL	29,328	4,882
CAPITAL PLANNING RESERVE	-	-
STRATEGIC LAND RESERVE	-	-
EMERGENCY OPERATIONS RESERVE	700,000	-
Unrestricted Deficiency	-	594,923
FCSS Reserve	56,880	-
<b>Total Reserve Balance</b>	<b>\$ 13,833,071</b>	<b>\$ 7,229,200</b>

2020 Actuals are subject to change based on the Year End Process and the Audit.

2020 Budget values may vary from 2020 approved budget due to 2019 Carryforward projects.

**The Town of Hinton  
2020 Capital Budget vs Actual**

**As at December 31, 2020**

**Town of Hinton**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

		<b>Actual</b>	<b>Budget</b>
<b>Summary of Services - Capital</b>		<b>2020</b>	<b>2020</b>
1	Community Services	\$ 247,139	\$ 270,018
2	Infrastructure Services - Publicworks	\$ 2,526,239	\$ 9,455,225
4	Development Services	\$ 472,923	\$ 959,534
5	Protective Services	\$ 266,300	\$ 343,872
6	Corporate & General Services	\$ -	\$ 133,000
<b>Total Capital Expenditures</b>		<b>\$ 3,512,601</b>	<b>\$ 11,161,649</b>
		- 31%	-
<b>Total Revenue Used to Fund Projects</b>		<b>2020</b>	<b>2020</b>
<b>Reserve Funded</b>		<b>\$ 2,829,670</b>	<b>\$ 7,146,809</b>
<b>Grant Funded</b>		<b>556,313</b>	<b>3,364,840</b>
<b>Debt/Loan</b>		<b>126,618</b>	<b>650,000</b>
<b>Total Revenue Funding Available</b>		<b>\$ 3,512,601</b>	<b>\$ 11,161,649</b>
		<b>Actual</b>	<b>Budget</b>
<b>Five Year Capital and Project Projection</b>		<b>2020</b>	<b>2020</b>
<b>Total Capital</b>		<b>\$ 3,132,604</b>	<b>\$ 10,130,302</b>
Total One-Time Projects (Not deemed Capital, included in Operating Budget paid for with Reserve Funds)		379,997	1,031,347
<b>Total Capital &amp; Projects</b>		<b>\$ 3,512,601</b>	<b>\$ 11,161,649</b>
		<b>Actual</b>	<b>Budget</b>
<b>One Time Projects Summary</b>		<b>2020</b>	<b>2020</b>
Beaver Boardwalk Condition Assessment		\$ -	\$ 3,000
WTP Spare Parts		30,000	30,000
Log Work Replacement 5 Year Program		-	20,000
Fire Hall Drainage - Fire Training Centre		7,000	17,841
Long-term Asset Management Planning 2020-2022		105,364	140,000
Land - 150 Sherwood Drive Property - Contingency		-	100,000
Legal Planning Contingency		-	300,000
Housing Happy Creek Building		102,227	236,134
Engineering Studies and Bylaw Updates 2020-2022		104,974	100,000
EOC Master Plan (Master, Evacuate, Sprinkler)		30,432	31,866
FDM Software		-	35,000
Fire Hall Training		-	17,506
<b>Total One-Time Projects</b>		<b>\$ 379,995</b>	<b>\$ 1,031,347</b>

**Town of Hinton**

**2021 Capital Project Detail**

**Capital Plan Approved December 15, 2020**

**Ammended**

Description		Department	Total Project Cost	Total Project Cost 2021	
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**Town of Hinton**  
**Carry Forward Project Detail**  
**31-Dec-20**

*\*This amount is subject to change based on year end results.*

Description	2020 Actual Spent	2020 Budget	Carried Forward to Approved 2021	Updated Amount Carried Forward to Approved 2021	Max Allowed to Carry Over (2020 Budget-Actual)
Gerard Redmond Community Catholic School Park	\$ 217,660	\$ 233,518	\$ 133,518	\$ 15,858	\$ 15,858
Sherwood Drive Retaining Wall	\$ 5,018	\$ 100,000	\$ 100,000	\$ 92,421	\$ 94,982
CN Drinnan Road Crossing Rehab (cost share)	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Street Sign Upgrades - Additional funds required	\$ 56,173	\$ 100,000	\$ 40,000	\$ 40,000	\$ 43,827
WTP Air System Pnuematics - Membrane Racks	\$ 24,369	\$ 150,000	\$ 50,000	\$ 100,000	\$ 125,631
WTP Bypass - Pre design Phase 2	\$ 18,158	\$ 365,253	\$ 200,000	\$ 347,095	\$ 347,095
Clarifier/ Backwash Project (10% Capital Cost Share)	\$ 68,083	\$ 250,000	\$ 75,000	\$ 75,000	\$ 181,917
WTP Backwash -Approval (10% Capital Cost Share)	\$ -	\$ 200,000	\$ 150,000	\$ 150,000	\$ 200,000
Pumps in Switzer Booster Station for pump plus configuring	\$ 112,205	\$ 400,000	\$ 290,000	\$ 290,000	\$ 287,795
GPA Based AVL on Town Fleet	\$ 48,633	\$ 65,000	\$ 25,000	\$ 16,367	\$ 16,367
Riding Mower Unit 312		\$ 45,000	\$ 45,000	\$ -	\$ 45,000
Tandem truck/plough ComboUnit 436	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
Grader Unit 439	\$ -	\$ 380,000	\$ 380,000	\$ 380,000	\$ 380,000
Will be 20 years old in 2020 and NFPA requirements for front line fire trucks is 20 years then replace. Engine 24.	\$ 126,618	\$ 650,000	\$ 523,382	\$ 523,382	\$ 523,382
RCMP Building Security Fencing,Paving	\$ -	\$ 110,000	\$ 45,000	\$ 60,000	\$ 110,000
Government Centre Tenant Impr, Security Gate, CPTED and BMS Software	\$ -	\$ 140,000	\$ 100,000	\$ 93,202	\$ 140,000
Pool Locker Replacement & Hot Tub Drains and Jets	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Chiller for Fire Hall (full design)	\$ -	\$ 999,000	\$ 999,000	\$ 999,000	\$ 999,000
Infrastructure Building - Roof Coating	\$ -	\$ 35,000		\$ 35,000	\$ 35,000
Arc Flash for RCMP, Govt. Center & Rec. Center	\$ -	\$ 65,000		\$ 65,000	\$ 65,000
Concession Hood ULC Listed/Designed	\$ -	\$ 90,000		\$ 90,000	\$ 90,000
Pick up Unit 301 Replacement	\$ -	\$ 37,000		\$ -	\$ 37,000
General FF&E	\$ -	\$ 20,000		\$ 20,000	\$ 20,000
Log Work Replacement 5 Year Program \$20,000/year	\$ -	\$ 20,000		\$ -	\$ 20,000
RCMP Detachment - Upgrade (Flooring and Roof Coating)	\$ -	\$ 105,000		\$ 105,000	\$ 105,000
Recreation Center - Cabinets	\$ 26,764	\$ 33,250		\$ 6,485	\$ 6,486
Phase 2 asbestos	\$ -	\$ 60,000		\$ 60,000	\$ 60,000
Remove Cross Connections for Chevoit and Emmerson	\$ -	\$ 35,000		\$ 35,000	\$ 35,000
Replace 5-6 hydrants lifeclye	\$ -	\$ 100,000		\$ 100,000	\$ 100,000
Replace Residential Bins over 3 years	\$ 52,442	\$ 260,000		\$ 207,558	\$ 207,558
Replace Commercial Bins over 2 years	\$ 46,800	\$ 280,000		\$ 233,200	\$ 233,200
Maxwell Lake Bridge	\$ 4,640	\$ 39,376		\$ 34,736	\$ 34,736
Road Rehabilitation	\$ 101,385	\$ 260,000		\$ 50,000	\$ 158,615
<b>TOTAL CARRY FORWARD AMOUNT ESTIMATED</b>	<b>\$ 908,949</b>	<b>\$ 6,012,397</b>	<b>\$ 3,540,900</b>	<b>\$ 4,609,303</b>	

*\*This amount is subject to change based on year end results.*

1,068,403 Additional Requests

**Town of Hinton**  
**Community Services - Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Community Services - Capital & Projects		Details	2020 Funding	2020 Actual	Budget		Status
					2020	2020	
		Park and Trail Upgrades 2020-2022		\$ 217,660	\$ 233,518		
2020 C/F	POST	Gerard Redmond Community Catholic School Park	Parks & Trails Reserve	217,660	233,518		Removal of old playground structure was completed by Parks and Public Works (PW). Ground work preparation was completed by PW. Site preparation and playstructure installation was completed by the contractor. Rubber surface installation and concrete retaining wall work (raising cap, new fence and repair) has been postponed until Spring 2021.
		Park and Trail Plan Review & Updates 2020-2022		-	3,000		
One-Time Op	C/F 2018	Beaver Boardwalk Condition Assessment/Design	Parks & Trails Reserve	-	3,000		This budget was allocated for the Beaver Boardwalk Committee (as per their amended TOR) to conduct public engagement and committee related activities. No expenses were incurred in 2020.
		Library Equipment Upgrades 2020-2022		29,479	33,500		
		Library Computers	Library Reserve	9,266	15,000		Complete in 2020
		Library Furniture		20,213	18,500		Purchase of furniture for the library main seating area and counter installation for public computers is complete.
<b>Total Community Services</b>				<b>\$ 247,139</b>	<b>\$ 270,018</b>		

**Town of Hinton**  
**Infrastructure Services - General Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Infrastructure Services - General Capital & Projects		Details	2020 Funding	2020 Actual	Budget	Status
					2020	
	Other Capital			9,658	764,967	
	2019 C/F	Remove Cross Connections for Chevoit and Emmerson	Infrastructure Major Reserve	-	35,000	Carry Forward to 2021 - gas line to close to tie in new valve - will need to move to Chevoit on Street next year.
	2018 C/F	Maxwell Lake Bridge	MSI Capital	4,640	39,376	Small carry forward required for finalization of project.
	2018 C/F	Sanitary Sewer and Water Upgrades - Market Street/Athabasca	MSI Capital	-	145,600	Project Complete 2020
	2018 C/F	Meadow Drive - Water Sani, Storm and Road, Sidewalk Curb and Gutter	MSI Capital	-	444,991	Project Complete 2020.
	2019 C/F	Sherwood Drive Retaining Wall	Infrastructure Major Reserve	5,018	100,000	Could not complete all work in 2020 do to resources and pandemic impacts. The remainder will be carried forward to 2021.
Infrastructure Rehab. and Lifecycle Replacement Construction (2021 - 2025)				427,697	774,220	
		Design	Roads and Streets Reserve	17,607	89,220	Not utilized
		Side Walk Rehabilitation (over \$5000)		23,024	50,000	Physical progress - 90% complete
		Storm - Drainage and Swales/Catch Basins over 5 years		67,244	105,000	Culvert replacement on Drinnan Way is complete. Overall physical progress is 90%.
	2020 C/F	Road Rehabilitation		101,385	260,000	Work for 2020 complete, however will require \$50,000 carry forward.
		Road Rehabilitation				
	2019 C/F	Overlay on Gregg Avenue (Park Street to Mountain Street)		117,792	120,000	Physical progress -100% complete.
		W. River Road - Culverts Replacement		100,646	100,000	Project Complete 2020.
	2020 C/F	CN Drinnan Road Crossing Rehab (cost share)		-	50,000	Depends on CN's work plan. Carry Forward to 2021.
Traffic Control						
Traffic Control & Traffic Safety Upgrades and Replacement (2021 - 2025)				220,394	650,000	
		Design	Roads and Streets Reserve		40,000	Not Used
Road and	2019 C/F	St. Gregory School Crossing (Council) ATE Funds		105,002	200,000	Complete for 2020.
One-Tim	2019 C/F	Street Sign Upgrades		56,173	100,000	100% complete, All Wooden signs are replaced and street signs purchased - will need to replace
	2020 C/F	Street Sign Upgrades - Additional funds required		-	140,000	This is no longer Required.
		Replace Speed Zone Signs Lifecycle		59,218	170,000	Complete for 2020.
Water Treatment Plant (WTP)						
Water Treatment Plant				242,092	481,072	
	2018 C/F	2018 CF - WTP Chlorination Room Upgrade	MSI Gas Tax	6,651	120,000	95 % complete, waiting for the door installation to be compliant with code this November - coding error to be charged to WTP Transition
One-Time Project	2018 C/F	WTP Spare Parts		30,000	30,000	Complete for 2020.
	2018 C/F	2018 CF - WTP PH and Conductivity Meters		27,000	27,000	Complete for 2020.
	2019	Water Treatment Plant Transition		154,072	154,072	Complete for 2020.
	2020 C/F	WTP Air System Pneumatics - Membrane Racks		24,369	150,000	Admin has proposed to reduce the membrane spending from \$150,000 to \$100,000 in 2020 and carry forward \$100,000 for the Clarifier/ Backwash Project.
WTP Upgrades & Replacement Design (2021 - 2024)				18,158	365,253	
	2019 C/F	WTP Bypass - Pre design Phase 2	Water and Sewer Reserve	18,158	365,253	Waiting for West Fraser's approval of option.
WTP Upgrades & Replacement Construction (2021- 2025)				68,083	450,000	
	2020 C/F	Clarifier/ Backwash Project (10% Capital Cost Share)	Gas Tax	68,083	250,000	Inspection work is planned for October 2020 - Work completed and moved Phase 2 for 2021 - Need One Project Operating \$315,000 - Carla
	2020 C/F	WTP Backwash -Approval (10% Capital Cost Share)		-	200,000	Mill deferred to 2021.
Commercial Meters - 24 Meters x \$3,000 and 4 Meters x \$5000				8,587	30,000	Complete for 2020.
Water Distribution Infrastructure Rehab. & Replacement Construction (2021 - 2025)				112,205	500,000	
	2019 C/F	Pumps in Switzer Booster Station for pump plus configuring	Water and Sewer Reserve	112,205	400,000	Dgin is complete, pumps are ordered, tender is complete - waiting on check valves and VFD - spring 2021
	2020 C/F	Replace 5-6 hydrants lifecycle		-	100,000	Completed in operations without replacing hydrants
Waste Water Collection						
Waste Water Collection Infra Upgrades & Replacement Construction (2021 - 2025)				-	82,180	Planning for 2020 completion.
		Design	Gas Tax		27,180	Not Used
		Replace Lifecycle Manholes			30,000	
		Laterals Lifecycle			25,000	
Waste Management Infra & Equipment Rehab and Replacement (2021 - 2025)				99,242	540,000	Carry Forward 2021.
		Replace Residential Bins over 3 years	52,442	260,000		
		Replace Commercial Bins over 2 years	46,800	280,000		
Total Infrastructure Services				\$ 1,206,117	\$ 4,637,692	

**Town of Hinton**  
**Infrastructure Services- Common Equipment - Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Infrastructure Services- Common Equipment - Capital & Projects	Details	Reserve	2020 Actual	Budget	Status
				2020	
Radio and GPS Equipment			48,633	65,000	
2020 C/F	GPA Based AVL on Town Fleet	Common Equipment Reserve	48,633	65,000	Work in Process and will be complete in early February 2021.
	Radio Equipment on Town Fleet	Grant Funding			
Parks Light Vehicle Upgrades and Replacements (2021 - 2025)			-	37,000	
	Pick up Unit 301 Replacement	Common Equipment Reserve		37,000	Defer to 2023.
Parks Equipment Upgrades and Replacements (2021 - 2025)			81,804	125,000	
2020 C/F	Riding Mower Unit 312	Common Equipment Reserve	35,912	45,000	
2020 C/F	F550 Water Truck Unit 333		45,892	80,000	Planning for 2020 completion.
Public Works Light Vehicle/Equipment Upgrades and Replacements (2019)			-	98,000	
2019 C/F	Purchase Tank only Water Truck	Common Equipment Reserve	-	98,000	Pumps for truck to be replaced 2021.
Public Works Equipment Upgrades and Replacements (2021 - 2025)			837,435	1,185,000	
	Equipment Replacement (Unplanned)	Common Equipment Reserve	62,239	120,000	Equipment Garbage Truck Attachment \$49,293.30, GPS Unit \$7,145.92, and John Deer Tractor Attachment \$5,800.
2020 C/F	Tandem truck/plough ComboUnit 436			235,000	Placed order in 2020 in October and delivery is Feb 2021. Need carry forward.
2020 C/F	Grader Unit 439		340,196	380,000	Placed order in 2020. delivery is 2021. Need carry forward.
	Garbage Truck Unit 448		435,000	450,000	Complete in 2020
Facilities Mt. Light Vehicle Upgrades and Replacements (2021- 2025)			36,856	37,000	
	Pick Up Truck Unit 334	Common Equipment Reserve	36,856	37,000	Complete 2020.
Facilities Mt. Equipment Upgrades and Replacements (2021 - 2025)			-	48,000	
	Arial Bucket Truck Safety Unit 303	Common Equipment Reserve	-	48,000	Defer to 2023.
Protective Services (PS) Light Vehicle Upgrades and Replacements (2021 - 2025)			129,562	130,000	
	Light pick up truck U2 Replace - 230,000km - 15 years old	Common Equipment Reserve	53,644	55,000	
	Peace Officer - Chev Tahoe 2013 Unit 209		75,919	75,000	
PS Equipment Upgrades and Replacements (2020 - 2022)			126,618	650,000	
2020 C/F (\$523,382)	Will be 20 years old in 2020 and NFPA requirements for front line fire trucks is 20 years then replace. Engine 24.	Loan	126,618	650,000	Ordered and will be complete 2021. Borrowing Bylaw Approved Jan 5/21
<b>Total Infrastructure Services</b>			<b>\$ 1,260,909</b>	<b>\$ 2,375,000</b>	

**Town of Hinton**  
**Infrastructure Services - Facilities - Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Infrastructure Services - Capital &		Details	Funding	2020 Actual	Budget	Status
					2020	
<b>Facility Improvement and Replacements Program (2019-2020)</b>				<b>45,714</b>	<b>725,783</b>	2019 Carry forward projects to be complete in 2020.
	2019 C/F	Replacement/Kitchen Cabinets and Hardwwod Floor repairs in court.	Facility Reserve	26,764	33,250	Boiler is complete. Carry forward balance to 2021 to complete cabinet installation.
One-Tim	2018 C/F	Infrastructure Building - Roof Coating		-	35,000	Carry forward to 2021
One-Tim	2018 C/F	RCMP Detachment - Upgrade (Flooring and Roof Coating)		-	105,000	Carry forward to 2021
One-Tim	2018 C/F	Waterline Contract		-	63,158	Work for retaining wall started in 2020.
One-Tim	2018 C/F	Cleaning Sewer Line back to the mill \$100,000. \$150,000 for sanitary improvements.	Sewer Reserve	-	136,537	Complete 2020
One-Tim	2019 C/F	Log Work Replacement 5 Year Program \$20,000/year	New Infrastructure Reserve		20,000	\$10,800 Purchase of 19 new log benches and replacement is in progress.
	2019 C/F	Recreation Center - Sewer Backup Repair	Sewer Reserve		175,000	Inspection and recommended flushing is complete, will be monitored for next 2 years and will decide the full scope of the project. May require more fund. Surplus fund needs to be realeased and have to budget in 2023.
	2020	Recreation Center - Sewer Backup Additional Funds Requested	Facility Reserve	-	25,000	
	2019 C/F	Firehall - Main Door Walkway Access	Fire Equipment Reserve	-	24,997	Discontinued at this time, looking into alternatives.
One-Time Project	2019 C/F	Fire Hall Drainage - Fire Training Centre	Fire Equipment Reserve	7,000	17,841	Complete 2020
One-Tim	2019 C/F	Phase 2 asbestos	Gas Tax		60,000	Carried forward to 2021 and need decision on decomissioning of the Scout Hall.
	2019 C/F	Guild Concession Reconfiguration (Increased from \$25,000)	Facility Reserve	11,950	25,000	Complete 2020
	2020	Guild Concession Additional funds Required		-	5,000	
<b>Facilities Improvement and Life Cycle Replacement Program (2021-2023)</b>				13,500	1,716,750	
	2020 C/F	Chiller for Fire Hall (full design)	MSI	-	999,000	project costs. Project deferred until 2021. Design funds required for 2020.
	2020 C/F	Concession Hood ULC Listed/Designed	Facility Reserve	-	90,000	Deferred until 2021
	2020 C/F	Arc Flash for RCMP, Govt. Center & Rec. Center		-	65,000	Deferred until 2021
	2020 C/F	Facility Design			104,250	Deferred until 2021
	2020 C/F	RCMP Building Security Fencing,Paving	Gas Tax	-	110,000	Deferred until 2021
	2020 C/F	Government Centre Tenant Impr, Security Gate, CPTED and BMS Software	Facility Reserve	-	140,000	\$40,000 required for 2020 and \$100,000 deferred until 2021. \$3,398 Expensed.
		Greenhouse Training Building	Facility Reserve	13,500	15,000	Completed furnace replacement.
	2020 C/F	Hinton Centre FF&E	Facility Reserve	-	20,000	Defer to 2021 - COVID disruptions to Centre usage
	2020 C/F	Pool Locker Replacement & Hot Tub Drains and Jets	Gas Tax		100,000	Funds required for 2 new boilers (scope change)*
	FMP	Recreation Centre & Arena Mechanical Replacement; Boiler,Equip,Arena Mechanical, Lobby Roof	Facility Reserve/Gas tax		33,500	Mechanical work completed
	2020 C/F	General FF&E	Facility Reserve	-	20,000	Deferred until 2021
	2020 C/F	The Guild HVAC & Arc Flash	Gas Tax	-	20,000	Deferred until 2021
<b>Total Infrastructure Services</b>				<b>\$ 59,214</b>	<b>\$ 2,442,533</b>	

**Town of Hinton - Capital Plan**  
**Protective Services - Capital**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Protective Services - Capital	Details	GL Code	Funding	2020 Actual	Budget		Status
					2020	2020	
	Other Equipment			\$ 30,432	\$ 84,372		
<i>One-Time Operational Project</i>	EOC Master Plan (Master, Evacuate, Sprinkler) Grant 15000 FREA	1-2-711-02-04-01	Fire Equipment Reserve	30,432	31,866	Completion in 2020 and was a carry forward from 2019. EMP/Evac and ESS plan completed. Sprinkler Deployment plan completed. \$30,432 Moved to operating as this is not capital in nature.	
<i>One-Time Operational Project</i>	FDM Software	1-2-712-02-03-01	Fire Equipment Reserve	-	35,000	2019 Carry forward projects to be complete in 2020. FDM software reduced from \$135,000 to \$35,000 still waiting on YHC to install and have no date of completion. Possible completion end of 2021. Included in 2021 Operating Budget.	
<i>One-Time Operational Project</i>	Fire Hall Training (Grant Received & Partially paid for by other communities)	1-2-717-02-03-01	Grant Funding	-	17,506	Carry forward from 2020 - Regional Training grant - Completion for 2021. included in 2021 Operating Budget.	
Fire Services Equipment				235,868	259,500		
	Office Furniture/Equipment	2-2-527-09-23-08	Fire Equipment Reserve	-	16,500	Not Required. \$4,000 not enough to meet capital threshold so was expensed under operating.	
	Apparatus Tablets	2-2-527-09-23-09	Fire Equipment Reserve	47,868	55,000	Installed and completed in 2020.	
<i>One-Time Operational Project</i>	Radio Equipment - YHC 911 Capital Costs	2-2-527-09-23-10	Fire Equipment Reserve	188,000	188,000	Part of 911 Cost Share and included in 2020 Operating Budget.	
<b>Total Protective Services</b>				<b>\$ 266,300</b>	<b>\$ 343,872</b>		

**Town of Hinton - Capital Plan**  
**General Government Services - Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

General Government Services - Capital	Details	Funding	Sponsor/End User	2020 Actual	Budget		Status
					2020	2020	
<b>IT Projects Organizational Wide 2020-22</b>				-	133,000	133,000	Server is Deferred until 2022
	Server Replacement - New Hypervisor Hosts and Storage at the GC	Computer Equipment Reserve/\$25,000 Infrastructure Reserve	Corp Services	-	133,000	133,000	Server is canceled and moved to 2022.
<b>Total General Government Services Capital</b>				\$ -	\$ 133,000	133,000	

**Town of Hinton - Capital Plan**  
**Development Services - Capital & Projects**  
**Year to Date Financial Results - Capital Plan vs Actual 2020**  
**As At December 31, 2020**

Planning & Development Services - Capital		Details	Funding	2020 Actual	Budget		Status
					2020	2020	
Other Development Services				160,357	183,400		
		Plotter	Operating Reserve	8,015	8,400	Complete	
		Land Purchase - Bradwell		152,342	175,000	Complete	
Legal				-	300,000	Legal Issue	
	2019 C/F	Legal Planning Contingency	Municipal Reserve	-	300,000		
Housing				102,227	236,134	Complete	
One-Time Operation	2019 C/F	Housing Happy Creek Building D	Housing	102,227	236,134		
Engineering Studies and Bylaw Updates 2020-2022				104,974	100,000	Complete	
One-Time Project	2019 C/F	Engineering Standard	MSI Operating/- \$41,600 Grant	104,974	75,000	Complete	
One-Time Project	2020	Engineering Standard Additional Funds Required		-	25,000	Complete	
Long-term Asset Management Planning 2020-2022				105,364	140,000		
One-Time Project	2019 C/F	Strategy Document	MSI Operating	-	20,000	Complete	
One-Time Project		City Wide Module for GIS		16,175	20,000	Complete	
One-Time Project	2020 C/F	Asset Management Planning Document	MSI Operating/Grant	89,189	100,000	Carry forward to 2021	
<b>Total Planning &amp; Development Services</b>				<b>\$ 472,923</b>	<b>\$ 959,534</b>		



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #1  
(January 6, 2021)**

**In Advance of February 2, 2021 Regular Council Meeting**

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**PRIORITY ITEMS (ACTION MAY BE REQUIRED)**

**CORRESPONDENCE & INFORMATION ITEMS**

2 - 3      1.      Trans Mountain Yellowhead Region Highlights

**REPORTS & MINUTES FOR INFORMATION**



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #2  
(January 13, 2021)**

**In Advance of February 2, 2021 Regular Council Meeting**

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**PRIORITY ITEMS (ACTION MAY BE REQUIRED)**

**CORRESPONDENCE & INFORMATION ITEMS**

2	1. Social Services Support for COVID-19 Emergency Funding Grant Acknowledgement Letter
3	2. Thank You Letter from STARS

**REPORTS & MINUTES FOR INFORMATION**



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #3  
(January 20, 2021)**

**In Advance of February 2, 2021 Regular Council Meeting**

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**PRIORITY ITEMS (ACTION MAY BE REQUIRED)**

**CORRESPONDENCE & INFORMATION ITEMS**

**REPORTS & MINUTES FOR INFORMATION**

2 - 17      1.      Community Services Status Guide: Issue 17



**Town of Hinton  
COUNCIL INFORMATION PACKAGE #4  
(January 27, 2021)**

**In Advance of February 2, 2021 Regular Council Meeting**

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**PRIORITY ITEMS (ACTION MAY BE REQUIRED)**

**CORRESPONDENCE & INFORMATION ITEMS**

2 - 3	1. Letter from MD Bonnyville No. 87
4 - 5	2. Gerard Redmond Request for Funding for 2021 Graduation Ceremony
6	3. Winter Magic - February 6 - 21, 2021

**REPORTS & MINUTES FOR INFORMATION**