



Town of Hinton
STANDING COMMITTEE MEETING
Agenda
JUNE 25, 2013 - 11:30 AM
Committee Room, Hinton Government Centre

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

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - June 25, 2013

ACTION ITEMS

- | | |
|--------|--|
| 2 - 6 | 1. Update on 2012-2013 Goals and Priorities for Hinton Integrated Housing Plan |
| 7 - 18 | 2. Strategic Plan Update |

ADDITIONAL INFORMATION

- | | |
|---------|---|
| 19 - 20 | 1. Urgent Matters from Council and Town Manager |
| | 2. Executive Assistant Logistics Information |
| | 3. Legislative Budget - June, 2013 |

IN CAMERA (if necessary)

1. Confidential Negotiations (FOIP)
2. Personnel Matter (FOIP)

ADJOURNMENT

1. Adjournment

MEMORANDUM

Economic Development and Housing-Kimberley Worthington

Date: June 19, 2013

To: STANDING COMMITTEE OF COUNCIL for TUESDAY June 25, 2013

From: Kimberley Worthington, Economic Development and Housing Manager

Re: 2012-2013 Goals and Priorities for Hinton Integrated Housing Plan

This memorandum is for your information and to keep you up to date on progress specific to 2012-2013 Goals and Priorities for Hinton Integrated Housing Plan.

Attached you will find the updated matrix regarding specific goals. Below, I have further outlined ongoing activities relative to the goals and priorities identified.

Administration has been in contact with developers in our community regarding a variety of housing options. As you know there are approximately 160 lots currently being readied for sale or development in Hinton. It is anticipated that there may be approximately 50 new builds in 2013 ranging from townhomes to high end homes. These homes will be provided by Plainsman Group, Tredwin, Hallewood, and Qualico.

Administration is working as support to Council to secure funding for “social” housing and more affordable housing through a number of venues.

- Mayor Duncan is on the agenda to ask for active participation from the northern Alberta mayors’ caucus on June 21, 2013 in pursuing sustainable housing options for our communities.
- A package is being prepared for MLA Robin Campbell regarding Hinton’s housing needs. Business from both the Chamber and the Business Support Network have been asked to provide a letter to be included in this package and were provided with speaking notes. It is anticipated that this package will be finalized shortly and will be delivered by Mayor Duncan.
- Mayor Duncan is meeting with MP Rob Merrifield on June 25, 2013, in part to arrange for a meeting to discuss what the federal level of government is doing and what their long term plan is to address the housing challenge in Canada and in Alberta as a follow-up from FCM and the meeting of the big city mayors regarding housing in Canada.

MEMORANDUM

Economic Development and Housing-Kimberley Worthington

Administration is working to secure a purchaser and the development of 234 Baker Street. As you are aware, there were no successful applicants in the first tender to develop Baker Street. We have since re-tendered with a closing date of July 4, 2013. We have had interest from local and out of province developers and anticipate presenting Council with a recommendation July 16, 2013. The “social” housing project proposal remains an interest.

Administration, through our CMHC Seed Funding Grant and Perpetually Affordable Project, has engaged Communitas Group as a consultant to develop and collate the housing needs and demands study. The study identified that a number of residents (138) are interested in learning more about a cooperative type housing option. There is a meeting regarding a cooperative housing model scheduled for July 4, 2013 from 6:30pm-8:00pm at the Teck Coal room. People from the housing workshops held in Spring 2012 and those who asked to be contacted through the needs and demand survey, as well as interested developers have been invited to attend. An invite was also put in the paper. We have offered complimentary child care for those needing it. To date, we have received approximately 12 responses, primarily from business and service providers. This meeting will discuss:

- What is a housing cooperative?
- How does it work?
- How can I become a member?
- How does a cooperative provide “affordable” housing?
- How do we move from an “idea” to moving day?

It is hoped that there will be enough people to form an interest group supporting this project. At that juncture, more specifics will be assessed including the development of a legal and organized cooperative housing group. In turn, a developer ought to realize less risk as, in essence, these units would be “presold”. Risk has been identified as one of the major challenges a developer faces in providing “perpetually affordable housing” into the market.

Administration is working with both “social” housing suppliers (Evergreens and Happy Creek) to promote open dialogue to create efficiencies in the supplying of the product. The province has indicated an expectation that “social” housing agents work well together in communities.

Happy Creek has approximately 50 families which have completed the approval process on the waitlist. They are interested in finishing the project with additional units proposed as a 6 plex.

MEMORANDUM

Economic Development and Housing-Kimberley Worthington

Evergreens has approximately a 40 family/individual waitlist for both rental supplements and community housing units. The province cut rental supplements by \$6 million in 2013 which affords Evergreen to maintain supplements but does not allow for the addition of more at this point in time. Alberta is also realizing a 30% social housing maintenance cut across the province.

In sum, administration is working to address the housing challenges in Hinton in a combined top down, bottom up approach. We are engaging both those who represent the community; citizens, businesses, housing providers including social housing organizations, developers, and land owners as well as specialists in the development of perpetually affordable housing options, AND all levels of government as they influence and make the decisions which impact our community. It is a merging of both politics and local knowledge to achieve an inclusive and sustainable community through providing housing variety along the continuum. Administration believes that this is a best practice approach to achieving the housing goals and priorities identified for 2012-2013.

**2012-13 GOALS AND PRIORITIES FOR
HINTON INTEGRATED HOUSING PLAN**

(Note: approved by Town Council Nov, 2011; report back in June, 2012.)

	Strategy	Priority Action	Where	Lead Dept	Quantity	Role	Subs?	Cost/Budget?	Status
P1	Special need housing	Develop a first special needs supported shared living (previously referred to as group home) project to house adults unable to live independently.	Various landlords could provide	FCSS-Olga	2-3 clients/unit s.	Facilitate between clients, contractor and landlords.	Yes-Prov	None required	The funding for this type of program has been reduced and the possibility of a new facility being opened are NOT likely
P2	Affordable rental housing	Develop further affordable rental housing as a project with Provincial support funding.	Happy Creek	Com and Prot services-Dan	6 units.	Coordinate.	Yes-Prov and Town	\$20-30K/unit X6 \$120,000	The funding for this type of program is currently not available. Admin is working with business and the province to be first in line when funds become available.
P3	Seniors Housing	Promote seniors housing opportunity with developers, focusing on stage one being at grade bungalows. Thereafter, explore condos.	Baker St?	P and T-	Market determines .	Facilitate awareness of opportunity between purchasers and developers	No	None required	Workshops occurred in spring 2012, moving forward with a cooperative housing workshop in which seniors have expressed an interest, and have included grade level homes as one of three criteria in the Baker Street RFP. Designated assisted type living facility funds have been earmarked at the provincial level for specific communities, not including Hinton at this time. There is still developer interest in Hinton, but his

									business model follows provincial funding.
4	Workforce Housing	Better define needs, then advance with potential developers.	109 Pembina Ave.	P and T-	6-10 clients/unit s in one duplex.	Coordinate title acquisition, then facilitate between clients, builder, operator. Do a proposal call.	Maybe Town	unsure	Continue to massage developers to consider building this type of housing. The cooperative housing opportunity may be a good fit for workforce housing as well.
5a	Affordable housing-ownership	Partner with Habitat for Humanity for more units – currently duplex model.	Boutin Ave	Bernie and Mindi	2 owners.	Coordinate transfer of two duplex lots.	Yes- Prov and Town.	\$130,000	One duplex built. Habitat has identified that they will be shovel ready on the second lot Spring 2014. Admin is in the process of amending the title to reflect delayed start date through land titles
5b	Affordable housing-ownership	Explore feasibility of developing a co-op for a Community Land Trust for entry-level ownership housing (Jasper or Canmore model).	Various multi-family sites; Baker St?	P and T		Facilitate, coordinate some feasibility assessment \$.	Maybe	unsure	CMHC grant-cooperative housing model workshop scheduled for July 4, 2013 Identified as one of three criteria in the Baker Street RFP

Note: cost/budget—none of the remaining \$524,000 in Affordable housing program funds is identified in 2012 budget.

: P and T is Planning and Technical Services Department.

Subs? – denotes subsidized (or not-which means it's based on market rates.

MUNICIPAL STRATEGIC PLAN
2012-2014 Initiatives Action Pending List

DIVISION CODES
 1 CORPORATE SERVICES –
 2 PLANNING & TECHNICAL – Jean Anne Fraser
 3 COMMUNITY & PROTECTIVE SERVICES –
 4 INFRASTRUCTURE SERVICES – Mike Schwirtz
 5 TOWN MANAGER – Bernie Kreiner

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
			1. CULTURE & RECREATION						
B	Theatre project	1	Support development of a facility incorporating live performance spaces	1.1	3	Laura Howarth	Wendy Lesser	\$1M funds secured from Province. With P3 IGA/Landmark unsuccessful, new suitable and committed partnerships are being explored. Status last updated Jun.12.13.	
E	Support and foster community pride and celebration	11	a. Foster a vibrant and proud community by celebrating Hinton's heritage and successes well. Celebrate partnerships and encourage ambassadorship.	1.1	3	Laura Howarth	Laura Howarth	HCAC was dissolved and there was inadequate interest to form a new committee under the new B&C structure; the 2011-2013 HCAC Strategic Plan will now be implemented by administration to the extent that existing resources allow (implemented, eliminated, modified or transferred). Status last reviewed Jun.12.13.	C
			b. Give focus to community progress and successes for local community and wider audience. Where appropriate, get Hinton good news items and success stories published regionally and provincially. Ie. GAER Edmonton Journal top 10 communities – AB Venture		5	Denise Parent	Emily Olsen	Regional media relations plan: hosted Shaw TV and coordinated soft news stories on Bike Park, Beaver Boardwalk, message from the Mayor, and more in May 2013. Sound 2012 annual report format, celebration at events (use of Athacat).	
B	Recreation Centre Upgrade approach	2	Review Recreation Centre costs, funding and implementation options and gauge public support for options	1.3	3	Laura Howarth	Wendy Lesser	Project plan will be framed for next elected Council approval (early/mid 2014); prepare for 2017 plebiscite to ensure more solid scope/costing, third party contributions and community engagement. Status last updated Jun,12,13.	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
B	Waterfront Park	3	Provide a focal improvement in park and trail spaces that access the Athabasca River waterfront. Working in partnership with others; design and build a waterfront park and related trail infrastructure.	1.3	2	JA Fraser	W. Lesser	Community Meeting Held on June 6, 2014. Excellent turnout. Next Meeting July 25, 2013. In the interim those at the table will do a field trip to evaluate water front - Field Trip Planned for June 25 and 27 at 6:30 meet at Maskuta Creek.	
			2. EDUCATION & WELLNESS						
C	Post-secondary education facility and programs	15	Advocate with our partners for a vibrant opportunity for local and regional post-secondary education in a setting that delivers a range of programs critical to the future of Hinton and West Yellowhead region. Create an environment that supports the educational needs of young adults, industry, and young adult learning opportunities.	2.4	2	B. Kreiner	K. Worthington	Using educational needs assessment and customer feedback, GPRC did a 5 year (2013-2017) business plan for education delivery in West Yellowhead (awaiting public release) . Post-secondary working group involved. Ratification by Town of "Action Plan" to pursue Hinton training centre-let by GPRC 2013/06/18	
A	Quality long-term care for seniors and others	4	Advocate with Alberta Health Services to: <ul style="list-style-type: none"> - Ensure long term care beds exist in Hinton to serve the needs of area residents - Ensure the assessment process accurately reflects the needs of the patients - Ensure Provincial resources are adequately aligned to the real needs of Hinton 	2.7	5	Bernie Kreiner	L. Greening-Davidson/O. Uloth	A working group formed in late 2011; a core recommendations paper drafted after consulting with seniors, providers etc. A multi-stakeholder meeting was held in March, still having trouble getting AHS forecast data for long-term care. Further working group review of report + recommendations is scheduled for June 25/13, before they go to council. . Status last updated Jun.21/13.	
A	Youth leadership development, engagement and support	5	<ul style="list-style-type: none"> a. Develop new Youth Centre programming and services to support youth development; b. Support action-oriented projects led by youth and build Youth leadership c. Out Of School Care 	2.5	3	Olga Uloth	Youth Centre Coordinator	Youth Council active and involved in youth programs. The Youth Centre are leading the It's Cool project for 2012/13 which develops leadership/mentoring skills in youth. Status last reviewed Jun,12,13. Program upstairs at guild for 6-12 year olds led by community volunteers in partnership with FCSS scheduled to open Sept. 13	
					3	Olga Uloth	Youth Centre Coordinator		
A	Group housing/supportive housing for special needs	6	Address these needs by, establishing one supportive housing facility initially	2.7	3	Laura Howarth	Olga Uloth/ Lena	Appropriate agencies contacted and their interest established and a group home facility secured but unable to secure 3	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
							Greening-Davidson	families with eligible needs (ie. Developmentally challenged adults.) List is not growing; recent AB Govt funding cuts reduces likelihood of this moving forward. Status last updated Jun,12,13.	
D	Attainable housing supply	13	Working with developers to improve the housing attainability and special needs area as per 2011 Priorities for Integrated Housing plan implementation.	2.7	2	JA Fraser	K. Worthington	Housing workshops completed, site opportunities indicated, Memorandums of Understanding with Developers on potential sites/projects initiated, more developer/builder ideas (at early stages) being presented to Town. Housing Needs Survey completed, with presentations to various groups, working directly with private sector to advance entry-level and seniors housing via Baker St. proposal call and other ideas. Developing a Housing Advocacy Plan now.. SEE SPECIFIC HOUSING ACTION PLAN + STATUS REPORT FOR DETAILS Cooperative Housing workshop set for July 4, 2013.	
			3. GOVERNANCE & PARTNERSHIPS						
E	Foster meaningful public engagement and follow through on key issues, based on a proactive communications approach	7	<p>a. Identify priority issues/ opportunities to dynamically engage public and then implement engagement. (Or facilitate thru Council working committee or CEAC task force)</p> <p>b. Report progress to the community on priority initiatives and open houses occurs until project is complete.</p> <p>c. Respond promptly with facts to perceptions and concerns arising in community which are not consistent with Town beliefs and decisions.</p> <p>d. Improve public understanding of the Council: staff roles and relationships and the required</p>	3.10	5	D. Parent	E. Olsen	Substantial applied success in projects from public input to strategic plan, theatre head lease, fluoride and long-term capital plan, rec centre feasibility committee and CEAC.	
						D. Parent	E. Olsen	Process established in Public Engagement Toolkit with focus on "closing the loop" with the public.	
						D. Parent	E. Olsen	Monitoring social media discussions, following up with "Ask the Town" columns and ongoing communications. Requesting corrections or clarification from news media where necessary.	
						B. Kreiner	E. Olsen	Created "Coffee with Council" prior to regular council meetings. Included a	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
			alignment of actions in accordance with shared values and approved plans. e. Expand on opportunities for the community to express interest in specific topics at Regular Council meetings.			D. Parent	R. West	“What’s Been Done” section regarding completed action items in 2012 Annual Report. Created “coffee with Council” and “Minute with Council” to provide the community residents an opportunity to share good news items or information on community activities and issues	
E	Consistent quality citizen service interaction	8	Ensure a comprehensive, municipal customer service system based on best practices is provided to citizens (includes standards, processes, training/mindset, etc.)	3.10	1	D. Parent	R. West	Stage 1 Customer Service Review on Systems & Processes has been completed, resulting in noticeably fewer second-level complaints being received, stage 2-customer response standards and stats next. Results of customer satisfaction survey will assist us with this.	
F	Municipal Resource Optimization	9	Ensure municipal resources are applied firstly to core services and to advance council’s goals and strategic initiatives (from Community Sustainability Plan). Do this by identifying and reviewing with council opportunities for resource rationalization; includes creative revenues, current program rationalization/sun setting and creative partnerships with others.	3.11	5	D. Parent	A. Bourbeau	From the MRO review done in the summer of 2012 there were 7 areas where instant action was to be taken. The estimated cost savings of making these changes was \$21,000. The approved 2013 operating budget reflected this. 6 items were to be addressed long term. The cell phone review is complete, changes were implemented on June 4; anticipate savings - \$800.00 per month. Recycling partners have created a mandate for waste elimination. The remaining 4 items are still in various stages of research &/or development. Finance is doing a comprehensive review of actual costs vs. budget to date and feedback will be provided to departments prior to July 31 st . This review will help with future MRO initiatives and the annual budget process.	
F	Optimize volunteer non-profit sector contributions to community	10	Work with the non-profit sector to foster sustainability by providing supports and encouraging possible consolidation/efficiencies.	3.12	3	Olga Uloth	Lisa Brett	New workshops/sessions are offered; revitalized Co-Team will help to create and support Community Development	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
								initiatives. Telephone surveys to determine support needed. Status last updated Jun,12/13.	
E	Communication and promotion of Town's and Community Sustainability plans, progress and decisions	12	Increase public awareness and recognition of the Town's progressive plans, plan progress, services and decisions (including rationale). Communicate reasons and rationale for council decisions thru Town written release.	3.10	5	B. Kreiner	E. Olsen/W. Anderson	Substantial areas of feedback. Ongoing reinforcement in our public communications and public speaking. (awareness when drafting speech notes). Council Highlights online distribution of each council meeting decisions/rationale will strengthen town staff ability to support decisions/actions, as well as foster public understanding. CSP Seconds in Annual Report and ongoing advertising raise awareness of how the Town supports the CSP.	
			4. LOCAL ECONOMY						
D	Support all business operations and their growth	14	Assist business to operate and grow with supports including community information for manpower recruitment, local staff education, "buy local" campaign, beautification, stream-lined Town processes, etc.	4.13	2	JA Fraser	K. Worthington	Results to date in temporary foreign worker lobby, recruitment package for employers, buy-local campaign of Chamber of Commerce, Hinton 3/50 education campaign about the benefits of shopping at an independent locally owned and operated business launch, beautification, support to realtors and potential investors on inventory land data base. Developer workshop idea for winter 2012-13. Zoning broadened at Innovista. Town has moved to get its undeveloped land holdings into the market, including two semi-serviced blocks in Innovista (phase 1 and 2); 10 acres residential in Thompson Lake and another 10 acres on Baker Street (East Hardisty).	
C	Tourism marketing and product development	16	Foster Hinton as a tourist attraction through partnership promotion/marketing while supporting new business development to expand product offerings.	4.14	2	JA Fraser	E. Olsen/ K. Worthington	Partnered destination marketing continuing, but TDR funding is centralizing. Local tourism marketing group is struggling to be launched. Some focus of Town on product development	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
								and network support of tourist businesses. ANRT Alliance being created/ratified, Terms of Reference established. Seeking non-profit organizational status. Mobile app with FRI on eco-tourism. Hinton "video" being developed. Hinton 350 Project. Opportunity with Wilmore Wilderness to market ANRTA in three European countries.	
C	Regional service centre positioning and promotion	17	a. Market the community as a regional service centre	4.14	2	K. Worthington	E. Olsen	Some visibility in region market, assessing marketing tools.	
			b. Monitor and address any barriers to growth or risks of reduction in our regional centre economic position (ie. health/surgeon/doctor availability for newcomers etc.)		2	JA Fraser	K. Worthington	Support of medical/surgical enhancement. Now addressing Service Canada withdrawal of service point in Hinton (unsuccessful)	
			c. Advocate expanding business to meet identified retail/service gaps in Hinton. (Do this by working with others both within Hinton and outside ie. Parks West Mall tenant marketing).		2	JA Fraser	K. Worthington	"Business Retention and Expansion" Program to be applied to this initiative (working with Chamber and Community Futures).	
			d. Enhance Innovista lot sales efforts		2	JA Fraser	K. Worthington	Amendments to EI District and Dev't Guidelines completed, Phase II and III have been listed for sale, under negotiations with interested parties for Phase II and III, planned servicing for fall 2013.	
D	Large highway commercial land supply	18	Assist in identifying 5 plus acre highway commercial opportunities and raise awareness amongst realtors	4.14	2	K. Worthington	M. Petkau	Prairie Creek – Hinton West (Woodley Drive) Highway #40 south (west/east sides) Dow Drive in Alpine Park Highway #16 N/E Intersection Drinnan Way Expanded Innovista uses LUB/MDP Review 2013 is to identify more options for larger commercial and industrial lot areas.	
D	Serviced industrial land supply	19	Provide more readily available serviced industrial land for growth	4.14	2	JA Fraser	L. Walker	West Riverside (West River and Kelley Road) Hardisty (Hampshire and East River	

Goal	Initiative	#	Scope and purpose	Strategy Supported	Lead Div	Project Sponsor	Project Manager	Status	Complete
								Road) Innovista Phase II/III posted for sale – semi-serviced will service in late 2013. Miette District (Robb Road) – up to developer to proceed In-fill development policies – drafted principles to forward onto Council for final approval	
5. NATURAL & BUILT ENVIRONMENTS									
D	Sufficient potable water to West Hinton	20	Support development and growth with sound basic utility infrastructure to all parts of Hinton	5.15	2	JA Fraser	W. Lesser	West End Water Extension: Phase I - done.Phase II – Under construction (Wrapping up performance issues with contractor – notice to comply has been issued) Tender process completed – reviewing bids for proposed 2013 construction relative to sanitary sewer and road work improvements for Switzer Drive.	C C
G	Environmental Management Plan/System	21	Establish a plan which directs municipal operations environmentally and establishes environmental priorities within the community	5.19	2	JA Fraser	W. Lesser	Draft Project Plan to align with CSP themes and strategies/actions and in consideration of the Solid Waste Management Reduction Strategies	
G	Reduce, reuse and recycle solid waste	22	Promote solid waste reduction, recycling and reuse Update cost/benefit of curbside recycling, and then engage public in feedback to assist in decision (this would expand access to and use of recycling).	5.16	4 4	M. Schwirtz	D. Woloszyn	Study approved by Council on recycling options and best implementation phasing; next steps are getting budget approval for larger individual steps (beginning with local/or/regional environmental coordinator to do social marketing, then organic pick-up curbside, etc.) Will continue expanding recycling offerings and promoting recycling at special events.	

2013 TOWN PROJECTS

CAPITAL PROJECTS BY DIVISION	NEW	2013 BUDGET	PROJECT MANAGER	STATUS	COMPLETE
COMMUNITY & PROTECTIVE SERVICES DIVISION					

FIRE					
Replacement of self contained breathing apparatus	New	151,522	Peter	Complete	100%
Replacement of turn-out gear for firefighters	New	65,564	Peter	Complete	100%
RECREATION, PARKS & CULTURE					
Spray Park & Inclusive Playground – Design & Construction	I/P	90,000	Wendy	Commissioned the spray system – currently completing water testing prior to opening. Working with supplier of woodchips to resolve challenges with the product supplied. Moving forward with shower installation and rubber installation for park opening June 24, 2013. .	75%
Signage Program	I/P	87,000	Jean Anne	Program installation is complete, deficiencies will be addressed this summer.	85%
Gordon Moore Memorial Park Landscape Upgrades	New	65,000	Wendy/Ken	Contractor awarded – upgrades to be completed before September 1, 2013.	15%
Gregg Avenue to Highway 16 Overpass Trail	New	50,000	Wendy/Char maine	Looking to make an award in conjunction with another project to optimize costs on project.	15%
LIBRARY					
3M security gates at Library Entrances/Exits to safeguard collection	New	25,000	Hetty	Complete	100%
PLANNING & TECHNICAL SERVICES DIVISION					
2013 Road Rehab Project (2012 Road Rehab – Preliminary & Engineering Design)	C/F	290,349	Wendy/ Charmaine	Confirmed road priority list with Infrastructure. Lining up survey and will then work to complete drawings in-house to use the dollars for construction instead of design.	15%
Carmichael Lane – Land Acquisition	C/F	300,000	Jean Anne	Application for subdivision approval has expired, approval deemed void. Budgeted dollars for this item will be returned to the reserves.	C
Eaton Road/Hwy 16 – Storm Pond Drainage	New	50,000	Dale	Culvert replaced in May, just making a permanent asphalt patch still to do	80%
Gregg Avenue Final Concept	C/F	194,000	Wendy/Jean Anne	Highway Corridor Task Committee has provided their report and recommendations to CEAC. Waiting for direction and/or recommendations from CEAC to Town Council on this matter or other initiatives to enhance Gregg Avenue or in general, the	

				highway corridor.	
Hardisty Lift Station – Preliminary Design, Engineering	New	300,000	Wendy/ Charmaine	Preliminary Design is in progress.	25%
Hampshire Road – Preliminary Design – Services Underground	New	73,000	Wendy/ Charmaine	Preliminary Design is in progress. Currently reviewing findings from engineers report.	25%
Innovista Phases II & III					
Innovista Phases II & III – Preliminary Design for utilities	New	164,000	Wendy/ Charmaine	Preliminary Design and Detail is in progress confirming design subject to development proposals to ensure utility alignment support developers.	25%
Innovista Phases II & III – Engineering & Administration	New	766,500	Wendy/ Charmaine	See above.	
Innovista Phases II & III - Construction	New	5,110,000	Wendy/ Charmaine	Anticipated to tender to begin construction in late August, 2013	0%
Joblin/King – Preliminary Design	C/F	521,000	Wendy/ Charmaine	Prelim Design is in progress. Working towards setting up land owner discussions in August, 2013.	15%
Kelley Road – Preliminary and Detail Design – storm pond and Switzer Drive Serge (Jughandle)	C/F	300,000	Wendy/ Charmaine	Prelim Design is on hold – start in 2014.	15%
Mary Reimer Park Storm Drainage					
Mary Reimer – Detail Engineering	New	100,000	Wendy/ Jamal	Prelim Design is in progress. All survey and geotechnical complete. Currently waiting on engineer to complete report with recommendations for alignment and estimated construction costs.	15%
Mary Reimer - Construction	New	600,000	Wendy/ Jamal	Anticipated to be a late fall 2013/2014 construction.	0%
Robb Road Development (Phase I, II & III)					
Robb Road – Preliminary Design (Phase I, II & III) Robb Road – Detailed Engineering Design for Phase I	I/P	300,000	Wendy/ Charmaine	Prelim design wrapping up – this will complete this scope of work.	85%
Switzer Water Supply & Pumphouse – Phase II					
Switzer Water Supply & Pumphouse – Phase II IN-LINE CONTRACTING	I/P	500,000	Wendy/ Charmaine	Contractor has commissioned the waterline. Contractor to complete contract deficiencies. Working towards project completion by Sept., 2013	85%
Switzer Water Supply & Pumphouse – Phase II ASSOCIATED ENG.	I/P	65,000	Wendy/ Charmaine	Part of scope of work above. See comment.	85%
Switzer Water Supply & Pumphouse – Phase II (transfer 2011 line item	I/P	200,000	Wendy/	Part of scope of work above. See comment.	85%

design & engineering – Reimer Lift Stn./Hardisty Lift Stn./Hampshire, W, S & S)			Charmaine		
Switzer Water Supply & Pumphouse – Phase II (Natural Gas to provide back-up power source)	I/P	214,000	Wendy/ Charmaine	Atco gas completed installation. Contractor commissioned natural gas generator.	100%
Switzer Drive Development (Phase I, II, III & IV)					
(2012) Switzer Dr. – Preliminary Design (Phase I, II, III & IV)	I/P	300,000	Wendy/ Charmaine	Prelim Design and Detail Design is complete for Phase IV. Phase I, II and III detailed design will be completed in fall, 2013. Land owner issues for Phase IV remain in play.	75%
(2012) Design and upgrade sanitary on Switzer Drive (Hardisty to Gov't Rd) replacement (Switzer east on Pembina – short repair)	I/P	153,500	Wendy/ Charmaine	See above.	75%
Switzer Dr. – Utility Upgrades (below ground)					
Switzer Drive – detailed engineering – Phase IV – utility upgrades (from Drinnan Way to Hardisty Avenue)	New	200,000	Wendy/ Charmaine	Detail Design is complete for Phase IV. Project has been tendered – currently reviewing proposals.	85%
Switzer Drive – construction – Phase IV utility construction (from Drinnan Way to Hardisty Avenue and includes water, sanitary and storm)	New	3,090,000	Wendy/ Charmaine	See above.	0%
Switzer Dr. – Upgrades (above ground)					
Switzer Drive – detailed engineering – Phase IV – road upgrades (from Drinnan Way to Hardisty Avenue)	New	727,000	Wendy/ Charmaine	Prelim Design and Detail Design is complete for Phase IV. Land owner issues for Phase IV remain to be evaluated. Tender closed currently reviewing proposals.	75%
Switzer Drive – construction – Phase IV – road construction	New	5,700,000	Wendy/ Charmaine	Proposal findings will be addressed with Council .	25%
Woodley Drive East Road Improvements	I/P	30,000	Wendy/ Jamal	Waiting for deficiencies to be completed by contractor when weather permits.	90%
INFRASTRUCTURE SERVICES DIVISION					
PARKS					
Kinsmen Park Upgrades	C/F	18,500	Ken	Doing fence work and trail development, cement pads and tables installed.	50%
Mountain Bike Park Future Upgrades	New	5,000	Ken	Being used to build the next trail	50%
Light motorized equipment replacement	New	3,500	Ken		0%
Replace unit 337 2006 riding mower	New	30,000	Ken		100%
Replace unit 329 1997 crew cab	New	30,000	Dale		100%
GARBAGE					
Black Bin Reserve	New	6,308	Ken	Backordered, delivery will be late	10%
UTILITIES & STORM SEWER					
Brookhart – rehabilitation of storm culverts	New	30,000	George	Analyzing currently, can't schedule work due	10%

				to fish habitat till fall	
Reimer Lift Station Rehab – add another 25 years life	New	235,000	Dale	Engineering done, parts ordered, construction planned for August	50%
Kelley Road Storm Outfall Repair	New	30,000	Dale	Engineering assessments in progress See X	10%
Old Landfill – leachate breakouts, leveling, capping & seeding	New	70,000	George	Too wet to begin	0%
Kinsmen Park Outfall/Hardisty Creek Outfall - Safety	New	30,000	George	Engineering assessments in progress See X	10%
Sewer Line re-lining (lateral & main lines) Phase II	I/P	150,000	Dale	Fall project-due to supplier availability	15%
Switzer Pumphouse – Hoist/Beam for Pumps and Furnace	New	25,000	Wendy	Material and contract award complete. Installation to be completed by Sept., 2013.	50%
BUILDINGS & MAINTENANCE					
Lighting Retrofit (Balance to complete 1 Arena	I/P	15,543	Ewa		100%
Arena Software/Hardware Replacement	C/F	19,500	Ewa		50%
Concession Range Hood (Bldg code & insurance requirement)	I/P	18,500	Ewa	Planned completion before fall restart	30%
Pool – Deck and Drain Repairs	New	50,000	Ewa	Done during shutdown, monitoring steam room success.	90%
Arena – BTA Board Replacement	New	310,000	Ewa	Tenders awarded, manufacturing	50%
Concession – Fire Suppression Tie-In	New	9,500	Ewa	Linked to Range hood project	30%
Rec – Concrete west of main entrance	New	18,500	Ewa	Sewer pipes fixed, need good weather to do concrete	50%
Hinton Centre & MRP Upgrade comfort stations for winterization	New	20,000	Ewa	May be delayed to 2014	0%
Guild – Complete bldg renovations	New	20,000	Ewa	In progress – mostly own forces vs. contractors.	30%
UTILITIES – WATER, SEWER, GARBAGE					
Drinnan Way from Athabasca to Brewster Street – replace water line	C/F	100,000	Dale	Project cancelled, can delay till surface work is scheduled.	n/a
COMMUNITY SAFETY INITIATIVES					
Install crosswalk lights at Robb Road & Mtn. Street	C/F	15,000	Mike		0%
Install crosswalk lights at Highway 16 by L & W	C/F	25,000	Mike	AT and U approval needed	0%
Barrier Free Audit Recommendation various Town Bldgs	New	20,000	Ewa	List still needs to be prioritized.	20%
Vehicle Stabilization Kit for Fire Hall	New	13,000	Peter	Complete	100%
Install sidewalk McLeod-Mtn bus stop	New	3,500	Mike		0%
Portable rehab shelter for crash sites	New	8,000	Peter	Complete	100%
Install guardrail – Swanson & Switzer	New	10,000	Mike		0%
ONE TIME PROJECTS					
Tree planting Highway 16 (one time) – CN Project	C/F	50,000	Charmaine	Design and contract award complete. CN is holding project up with delays in getting site clearance. Anticipated completion by July 26, 2013. Ribbon cutting ceremony with	50%

				delegates date will be established in the next few week.	
Street signs Highway 16 (one time)	I/P	12,000	Jean Anne	Directional signs have been installed, site restoration will be addressed this summer.	90%
Historic markers (one time)	I/P	7,500	Mindi	In consultation with Historical Society, art work being finalized, structures have been ordered for installation summer 2013. Will continue to pursue matching grant funding to expand program.	40%
Rotary Play & Spray Park – Outdoor Shower	New	25,000	Wendy	Equipment is ordered. Installation will take place before June 24, 2013.	25%

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PERIOD: 2013/05/31

CORPORATE SERVICES DIVISION*
2013 MONTHLY BUDGET REPORT

LEGISLATIVE SERVICES		PAST CODE	CURRENT YEAR MONTHLY ACTUAL	CURRENT YEAR YTD ACTUAL	CURRENT YEAR TOTAL BUDGET	YTD ACTUAL VARIANCE	YTD ACTUAL % TOTAL BUDGET
MAYOR							
1-2-130-01-01-01-00-00	BENEFITS MAYOR	0675	183.14	915.66	2,150.00	1,234.34	42.59
1-2-151-01-01-01-00-00	MEETING FEES	0695	748.00	3,739.00	19,500.00	15,761.00	19.17
1-2-153-01-01-01-00-00	HONORARIUM	0697	3,037.00	15,185.00	40,804.00	25,619.00	37.21
1-2-211-01-01-01-00-00	TRAVEL EXPENSES-MAYOR	0725	.00	2,383.72	7,112.00	4,728.28	33.52
1-2-217-01-01-01-00-00	TELEPHONE-MAYOR	0735	131.64	648.57	3,000.00	2,351.43	21.62
1-2-221-01-01-01-00-00	ADVERT/PROMO MAYOR	0738	.00	.00	500.00	500.00	.00
1-2-234-01-01-01-00-00	TRAINING MAYOR	0736	.00	2.55	300.00	297.45	.85
1-2-591-01-01-01-00-00	OTHER SUPPLIES-MAYOR	0737	229.79	1,148.95	750.00	750.00	.00
1-2-965-01-01-01-00-00	TOWN VEHICLES/EQUIPMENT				3,499.00	2,350.05	32.84
			4,329.57	24,023.45	77,615.00	53,591.55	30.95
COUNCILLORS							
1-2-130-01-01-02-00-00	BENEFITS COUNCILLORS	0776	531.10	2,759.39	11,110.00	8,350.61	24.84
1-2-151-01-01-02-00-00	MEETING FEES	0780	4,378.00	21,580.00	65,500.00	43,920.00	32.95
1-2-153-01-01-02-00-00	HONORARIUM	0782	7,861.00	43,856.00	113,300.00	69,444.00	38.71
1-2-211-01-01-02-00-00	TRAVEL EXPENSES-COUNCILLOR	0785	245.30	5,494.91	17,689.00	12,194.09	31.06
1-2-217-01-01-02-00-00	TELEPHONE COUNCILLORS	0787	51.29	254.76	700.00	445.24	36.39
1-2-221-01-01-02-00-00	ADVERT/PROMO COUNCILLORS	0788	.00	.00	750.00	750.00	.00
1-2-234-01-01-02-00-00	TRAINING COUNCILLORS		.00	349.00	750.00	401.00	46.53
1-2-511-01-01-02-00-00	OFFICE SUPPLIES-COUNCILLOR		.00	.00	1,850.00	1,850.00	.00
1-2-965-01-01-02-00-00	TOWN VEHICLES/EQUIPMENT	0791	107.09	535.45	3,000.00	2,464.55	17.85
			13,173.78	74,829.51	214,649.00	139,819.49	34.86
SUBTOTAL MAYOR & COUNCILLORS			17,503.35	98,852.96	292,264.00	193,411.04	33.82

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CORPORATE SERVICES DIVISION*
2013 MONTHLY BUDGET REPORT

	FAST CODE	CURRENT YEAR MONTHLY ACTUAL	CURRENT YEAR YTD ACTUAL	CURRENT YEAR TOTAL BUDGET	YTD ACTUAL VARIANCE	YTD ACTUAL % TOTAL BUDGET
ELECTIONS & CENSUS						
REVENUES						
1-1-922-01-02-08-01-00 XPER FROM OPERATING RESERV		.00	.00	-6,800.00	-6,800.00	.00
		.00	.00	-6,800.00	-6,800.00	.00
EXPENSES						
1-2-121-01-02-08-01-00 WAGES CENSUS/ELECTIONS		.00	.00	11,500.00	11,500.00	.00
1-2-221-01-02-08-01-00 ADVERT/PROMO CENSUS/ELECTI	1147	.00	.00	2,500.00	2,500.00	.00
1-2-228-01-02-08-01-00 MEMBERSHIPS REGISTRATIONS		.00	.00	500.00	500.00	.00
1-2-511-01-02-08-01-00 OFFICE SUPPLIES-CENSUS/ELE	1150	.00	1,039.00	1,800.00	761.00	57.72
		.00	1,039.00	16,300.00	15,261.00	6.37
COUNCIL PUBLIC RELATIONS						
REVENUES						
1-1-924-01-04-01-00-00 XPER FROM CAP RSV (CSI)		.00	.00	-100,000.00	-100,000.00	.00
		.00	.00	-100,000.00	-100,000.00	.00
EXPENSES						
1-2-228-01-04-01-00-00 MEMBERSHIPS REGISTRATIONS	1172	.00	10,258.20	10,600.00	341.80	96.78
1-2-234-01-04-01-00-00 TRAINING	1173	.00	396.08	1,200.00	803.92	33.01
1-2-249-01-04-01-00-00 OTHER PROF SVCS-PUBLIC REL	1174	.00	.00	1,500.00	1,500.00	.00
1-2-510-01-04-01-00-00 FOOD & BEVERAGE-PUBLIC REL	1176	.00	728.90	5,300.00	4,571.10	13.75
1-2-771-01-04-01-00-00 TRANSFERS TO COMMUNITY ORG	1178	1,650.00	102,802.06	110,700.00	7,897.94	92.87
1-2-971-09-09-00-00-00 CONTINGENCY	5245	.00	.00	16,000.00	16,000.00	.00
		1,650.00	114,185.24	145,300.00	31,114.76	78.59
SUBTOTAL ADMIN/ELECTIONS/COM						
		14,412.53	162,498.97	161,256.00	-1,242.97	100.77
TOTAL LEGISLATIVE BUDGET						
		31,915.88	261,351.93	453,520.00	192,168.07	57.63