



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

**Tuesday, March 1, 2016 - 4:00 PM
Council Chambers, Hinton Government Centre
2nd Floor, 131 Civic Centre Road
Hinton, Alberta**

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

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Regular Council Agenda - March 1, 2016

COUNCIL MINUTES FOR ADOPTION

- 3 - 5 1. Regular Meeting of Council Minutes - February 16, 2016
- 6 - 7 2. Standing Committee of Council Minutes - February 23, 2016

CITIZENS "MINUTE WITH COUNCIL"

- 1.

DELEGATIONS AND PRESENTATIONS

1. 2016 Imagine Conference - Christopher Read

ACTION ITEMS

- 8 - 9 1. Landfill Capital Budget - Presented by Dale Woloszyn
- 10 - 12 2. Landfill Operating Budget - Presented by Dale Woloszyn
- 13 - 14 3. Cell 7 Phase II Tender Award Liner Installation - Presented by Dale Woloszyn
- 15 - 16 4. Cell 7 Phase III Tender Award Earthworks and Piping - Presented by Dale Woloszyn
- 17 - 21 5. Policy #071 - Senior Tax Rebate Program - Presented by Denise Parent

INFORMATION ITEMS

- 22 - 23 1. Council Information Packages #1 and #2 for March 1, 2016

REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

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



**Town of Hinton
Regular Meeting of Council
AGENDA
March 1, 2016
Council Chambers**

ADJOURNMENT

1. Call for Adjournment of Meeting



**TOWN OF HINTON
REGULAR COUNCIL MEETING MINUTES
February 16, 2016**

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

ABSENT:

SECRETARY: Rhonda West – Executive & Legislative Assistant

ALSO PRESENT: Mike Schwirtz – Chief Administrative Officer; Denise Parent – Director of Corporate Services; Laura Howarth – Director of Community & Protective Services; Wendy Jones – Director of Planning & Development; Gordie Lee – Director of Infrastructure Services

Refer to the Regular Council Meeting Agenda package for [February 16, 2016](#) for detailed background information on these decisions.

ORDER

Mayor Rob Mackin called the Regular Council meeting to order. The time was 4:02 p.m.

ADOPTION OF AGENDA

CURRIE - That the agenda of the Regular Council Meeting held February 16, 2016 be adopted as presented.

CARRIED

COUNCIL MINUTES FOR ADOPTION

1. Regular Meeting of Council Minutes – February 2, 2016
2. Standing Committee of Council Minutes – February 9, 2016

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

CARRIED

CITIZENS "MINUTE WITH COUNCIL"

Joan Janeczko spoke to Council about the Toastmasters Club. The club is 40 years old! They invited everyone to join the celebration on March 16, 2016 at 7:00 p.m. at the Holiday Inn.

DELEGATIONS AND PRESENTATIONS

1. RCMP 2015/2016 Third Quarter Report

S/Sgt. Mark Fitzgerald presented the RCMP 2015/2016 Third Quarter Report to Council. The report contained updates on staffing, criminal activity and an outline of annual performance unit goals. He encouraged everyone to provide feedback on what they would like the police to target in their annual performance plan for 2016/2017.

Initial

ACTION ITEMS

1. **Land Sale – Part of Lot 1, Plan 992 6740 (875 Makenny Street)**

BARROW - That Council accept the Offer to Purchase from Ken Harasymiw to purchase a subdivided portion of 875 Makenny Street (Lot 1, Plan 992 6740) to be consolidated with the purchaser's adjacent property at the price with terms/conditions as previously circulated and reviewed by Council In Camera.

CARRIED

2. **Naming Request for “Rick Bonar Wildlife Tower”**

MAGUHN - That Council support the “Maxwell Lake Lookout Tower” be named the “Rick Bonar Wildlife Tower” at the Beaver Boardwalk.

CARRIED

CURRIE – That the commemorative plaque for the Tower be funded from Council's Contingency up to \$1,000.

CARRIED

3. **2016 Operating and Capital Budgets**

BARROW - That Council approves the 2016 Operating Budget of \$32,694,645 and the Capital Budget of \$14,848,500.

CARRIED

4. **Bylaw #933 – 2016 Waste Management Fee**

CURRIE - That Council approves the amended Schedule “A” of Bylaw 933 as presented in Attachment #1 to take effect April 1, 2016.

CARRIED

5. **Bylaw #1100 – Borrowing Line of Credit**

CURRIE - That Council give Bylaw #1100 first reading.

CARRIED

YOUNG - That Council give Bylaw #1100 second reading.

CARRIED

MAGUHN - That Council give unanimous consent for third reading of Bylaw #1100.

CARRIED

MICHAELS - That Council give Bylaw #1100 third and final reading.

CARRIED

INFORMATION ITEMS

1. **Information on First-Run Movie Options**

TAYLOR – That Council endorses the purpose of the facility as a multi-use facility including at least the following uses:

- **Local performing arts**
- **Movies**

Initial

- **Out of town arts; and**
- **Lectures**

DEFEATED

MICHAELS - That CEAC create a Working Committee to provide a preliminary report to bring back options of operational models for the proposed performing arts building at the Guild.

DEFEATED

2. Council Information Package #1 and #2 for February 16, 2016

YOUNG - That Council Information Packages #1 and # 2 for February 16, 2016 be accepted for information.

CARRIED

REPORTS FROM MAYOR, COUNCIL, CHIEF ADMINISTRATIVE OFFICER

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

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

Insert taylor, michaels

Insert barrow

2. Chief Administrative Officer Report

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

BARROW – That Council have a Minute with Council at Standing Committee meetings.

CARRIED

ADJOURNMENT

BARROW - That the Regular Meeting of Council adjourn.

CARRIED

The time was 5:28 p.m.

Mayor

Director of Corporate Services

Initial



TOWN OF HINTON

Minutes of the Standing Committee Meeting
held February 23, 2016
Committee Room

Present:

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

Also in Attendance:

Denise Parent, Director of Corporate Services, Laura Howarth, Director of Community & Protective Services

Refer to the Standing Committee Meeting Agenda package for [February 23, 2016](#) for detailed background information.

ORDER

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

ADOPTION OF AGENDA

There was consensus to adopt the agenda as presented.

CITIZENS "MINUTE WITH COUNCIL"

John Smith, spoke to Council with respect to the Sonfest Music Festival which is in its sixth year of operation in Hinton. The organizing committee requested that the Town waive the cost of the Showmobile and Maskuta Creek Campground rental costs. Council advised that this type of request is appropriate for the Community Grant Program and information would be provided to Mr. Smith regarding the program (see agenda late handout #1).

DELEGATIONS AND PRESENTATIONS

There were no delegations.

ACTION AND DISCUSSION ITEMS

1. Ice Availability, Scheduling Flexibility and Released Ice Bookings – Response to Written Concerns from Bill McDonald

Bill McDonald provided Council with additional information (see agenda late handout #2).

To direct administration to explore options to upgrade the ActiveNet system or any other software.

ADDITIONAL INFORMATION

1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
3. Legislative and Executive Assistant Logistics Information

That Councillor Barrow attend the Disaster Conference on May 9-12, 2016 in Banff, Alberta with time and expenses approved.

Initial

ADJOURNMENT

BARROW - That the Standing Committee meeting adjourn.

CARRIED

The time was 5:28 p.m.

Deputy Mayor

Director of Corporate Services

Initial



TOWN OF HINTON REQUEST FOR DECISION

DATE: February 25, 2016

TO: REGULAR MEETING OF COUNCIL OF March 1, 2016

FROM: Dale Woloszyn, C.E.T. Public Works Planning & Project Manager

REVIEWED BY: Gordie Lee, Infrastructure Services Director

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: FORMAL ADOPTION OF THE WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY 2016 CAPITAL BUDGET

Recommendation:

That Council formally adopts the 2016 Capital Budget as approved by the West Yellowhead Waste Management Authority.

Concluding Statement

The Landfill Authority reviews and recommends approval of the Capital Budget on an annual basis. This recommended budget requires Hinton Town Council's approval.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Meets the requirements for landfill Approval 48050-20-00
Community Sustainability Plan	Yes	Considers the needs of the present without compromising the community's needs in the future.
Council Strategic Plan	Yes	Provides economic strength and ensures the viability of Landfill is preserved.
Long Term Capital Plan or Adopted budget	Yes	Aims to minimize costs to the taxpayer while providing long term sustainability.
Other plans or policies Memorandum of Agreement	Yes	Meets the intent of the Memorandum of Agreement with Yellowhead County, Edson and Jasper.

Background / Introduction

The West Yellowhead Regional Landfill Authority membership includes the Town of Hinton, Town of Edson, Municipality of Jasper and Yellowhead County. The Landfill Authority approves the Capital Budget on an annual basis. The approved capital budget is then presented to the four councils for formal adoption.

Options

Council has the option to:

1. Refuse the Formal Adoption of the Capital Budget as recommended by the Landfill Authority.
2. Approve the Formal Adoption of the Capital Budget as recommended by the Landfill Authority.
3. Refer decision for two weeks to allow for public feedback.
4. Table for further information.

Administration Assessment of Options and Conclusion

By this report the Landfill Authority is seeking the approval of each Council for the 2016 Capital Budget. On February 25th, 2016 the West Yellowhead Regional Landfill Authority reviewed, discussed and recommended approval of the following capital projects:

2016 Capital Projects:

➤ Engineering Design/Project Management Cell 7	\$ 125,000
➤ Phase II & Phase III Cell & Liner and Earthwork	\$ 988,000
➤ Contingency for Geosynthetic Liner	\$ 186,000
➤ General Contingency 10% without Liner	\$ 100,000
➤ Scalehouse Phase I	\$ 350,000
➤ Landfill Approval Application	\$ 94,000
➤ Total for 2016 Capital Projects	\$ 1,843,000

The total cost for the Capital Projects for 2016 is estimated to be \$1,843,000. Funding for the projects would come from the Landfill capital reserves.

Chief Administrative Officer Comments

I support this recommendation. Each of these projects has been budgeted for and will be funded from the Landfill Capital reserve.

Attachment(s) N/A



TOWN OF HINTON REQUEST FOR DECISION

DATE: February 25, 2016

TO: REGULAR MEETING OF COUNCIL OF March 1, 2016

FROM: Dale Woloszyn, C.E.T. Public Works Planning & Project Manager

REVIEWED BY: Gordie Lee, Infrastructure Services Director

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: FORMAL ADOPTION OF THE WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY 2016 OPERATING BUDGET

Recommendation:

That Council formally adopts the 2016 Operating Budget as recommended by the West Yellowhead Regional Waste Management Authority.

Concluding Statement

The Landfill Authority reviews and recommends approval of the Operating Budget on an annual basis. This recommended budget requires Hinton Town Council's approval.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Meets the requirements for landfill Approval 48050-20-00
Community Sustainability Plan	Yes	Considers the needs of the present without compromising the community's needs in the future.
Council Strategic Plan	Yes	Provides economic strength and ensures the viability of Landfill is preserved.
Long Term Capital Plan or Adopted budget	Yes	Aims to minimize costs to the taxpayer while providing long term sustainability.
Other plans or policies Memorandum of Agreement	Yes	Meets the intent of the Memorandum of Agreement with Yellowhead County, Edson and Jasper.

Background / Introduction

West Yellowhead Regional Landfill Authority membership includes the Town of Hinton, Town of Edson, The Municipality of Jasper and Yellowhead County. The Landfill Authority reviews and recommends approval of the operating budget on an annual basis. This approved budget is then presented to the four councils for formal adoption.

Options

Council has the option to:

1. Refuse the Operating Budget as presented.
2. Approve the Operating Budget as presented.
3. Refer decision to allow for public feedback.
4. Table for further information.

Administration Assessment of Options and Conclusion

The West Yellowhead Regional Landfill Authority has recommended approval of the 2016 Operating Budget. Significant changes include:

- \$8 per tonne increase beginning April 1st 2016 (estimated \$180,000 increase in revenue).
- Increase in Operating Expenses – \$28,000
- \$25,000 for Landfill Audit (third party)
- \$127,000 increase to sustain the Capital Reserve Fund for future development
- \$100,000 for Regional Coordinator funded 25% directly by each partner

Administration recommends the approval of the 2016 Landfill Operating Budget as presented.

Chief Administrative Officer Comments

I support the recommendation of approving the 2016 landfill operating Budget as presented. The surplus from the \$8.00/tonne tipping fee increase will be placed in the Landfill capital reserve in anticipation of the future cell construction.

The impacts of the 2016 Landfill Operating budget have been captured in the Council approved Town of Hinton 2016, Operating budget.

Attachment(s)

2016 Landfill Operating budget

2016 WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY BUDGET

	<u>2016 Budget</u>	<u>2015 Budget</u>	<u>2014 Budget</u>	<u>2014 Actual</u>
<u>REVENUE</u>				
Contributions From the Town of Hinton	582,000	526,000	410,000	454,941
Contributions From the Town of Edson	412,000	368,000	300,000	291,688
Contributions from Yellowhead County	200,000	161,000	155,000	207,269
Fees From Jasper Park Authority	189,000	175,000	213,000	387,258
Hydrosoils and Other Revenues	180,000	173,000	167,000	167,188
Hinton 25% Regional Coordinator	25,000			
Edson 25% Regional Coordinator	25,000			
Yellowhead County 25% Regional Coordinator	25,000			
Jasper 25% Regional Coordinator	25,000			
Interest	15,000	5,000	5,000	13,251
Refunds \$4/tonne per region	- 104,000	- 90,000	- 90,000	- 91,183
	<u>1,574,000</u>	<u>1,318,000</u>	<u>1,160,000</u>	<u>1,502,704</u>
<u>ADMINISTRATIVE EXPENSES</u>				
Travel expenses	3,000	3,000	3,000	1,358
Advertising	7,500	7,500	7,500	2,109
Audit and Accounting Fees	4,000			3,225
Engineering Services	20,000	17,000	17,000	29,154
Office Administration	7,500	7,500	7,500	7,555
Licenses and Permits	2,000	15,000	15,000	1,715
Insurance	13,000			12,110
Membership & Registrations	2,000			
Bank Fees				1,049
Regional Coordinator	100,000			
Computer Support	2,000	2,000		
Food and Beverages	1,000			
	<u>162,000</u>	<u>52,000</u>	<u>50,000</u>	<u>293,466</u>
<u>OPERATORS AND ATTENDANTS /LANDFILL MANAGEMENT</u>				
Special Contract Services	-	100,000	2,000	7,730
Management contract services	65,000	65,000	65,000	65,000
Office supplies	1,000	1,000	1,000	280
Landfill Closure and Post Closure Allowance postage	59,000	59,000	59,000	64,832
Transfer to Capital Reserves	640,000	513,000	375,000	455,720
	<u>765,000</u>	<u>738,000</u>	<u>502,000</u>	<u>593,562</u>
<u>BUILDINGS AND GROUNDS EXPENSES</u>				
Transfer Station Costs	35,000			
Contracted Services	450,000	440,000	430,000	506,565
Telephone and Internet	2,000	2,000	2,000	430
Other Professional Services	-		40,000	
Monitoring Fee Ground Water	35,000	40,000		
Technical Services	30,000			
Special Contract Services			90,000	
Rented Equipment	80,000	30,000	30,000	30,600
Metal Cleanup	10,000	10,000	10,000	4,680
Chemical Materials	-			
Other Fabricated Materials	3,000	5,000	5,000	2,250
Street Lights	1,000	1,000	1,000	413
Other Supplies	1,000			68,437
Machinery and Equipment				3,856
	<u>647,000</u>	<u>528,000</u>	<u>608,000</u>	<u>617,232</u>
<u>TOTAL EXPENSES</u>	<u>1,574,000</u>	<u>1,318,000</u>	<u>1,160,000</u>	<u>1,504,259</u>



TOWN OF HINTON REQUEST FOR DECISION

DATE: February 25, 2016

TO: REGULAR MEETING OF COUNCIL OF March 1, 2016

FROM: Dale Woloszyn, C.E.T. Public Works Planning & Project Manager

REVIEWED BY: Gordie Lee, Infrastructure Services Director

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: Cell 7 Construction - Phase II Tender Award Liner Installation

Recommendation:

That Town Council awards the Cell 7 Construction - Phase II – Liner Installation to Enviro-Pro Geosynthetics at a cost of \$479,783.

Concluding Statement

Administration is recommending the Cell 7 Construction - Phase II – Liner Installation tender be awarded to Enviro-Pro Geosynthetics at a cost of \$479,783. Funding for the projects would come from the Landfill Capital Reserve.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Meets the requirements for landfill Approval 48050-20-00
Community Sustainability Plan	Yes	Considers the needs of the present without compromising the community's needs in the future.
Council Strategic Plan	Yes	Provides economic strength and ensures the viability of Landfill is preserved.
Long Term Capital Plan or Adopted budget	Yes	Aims to minimize costs to the taxpayer while providing long term sustainability.
Other plans or policies Memorandum of Agreement	Yes	Meets the intent of the Memorandum of Agreement with Yellowhead County, Edson and Jasper.

Background / Introduction

On February 25, 2016 the WYRWMA recommended the approval of the 2016 Capital Budget of \$1,843,000. Funding for the projects would come from the Landfill Capital Reserves. As per policy, Hinton Town Council must approve all tenders over \$100,000. The primary capital projects tendered for 2016 is for Cell 7 Construction - Phase II and Phase III. The Phase II Liner Installation tender was advertised in the local newspaper, the Hinton Web Page and the Alberta Purchase Connection. On February 11, 2016 tenders closed for the Cell 7, Phase II Liner Installation.

Eight tenders were received with the lowest bid submitted at a price at \$473,783. The second lowest tender submitted was at \$494,593. The highest bid submitted was \$623,230. All bids were evaluated and Enviro-Pro Geosynthetics Ltd. tender of \$479,783 was selected. The price difference of the two lowest bids submitted was \$14,810. Full Bidder list as follows:

Phase II – Liner Installation Tenders Received

Company	Received On Time	Tender Form Signed	Bid Bond Submitted	Quotation Amount as Opened (excl. GST)	Quotation Amount Based on Unit Prices (excl. GST)
Enviro-Pro Geosynthetics Ltd.	x	x	x	479,783.00	479,783.00
Western Tank and Lining Ltd.	x	x	x	494,563.00	494,593.00
Titan Environmental Containment Ltd.	x	x		534,499.29	534,501.80
Engineered Containment Inc.	x	x	x	543,105.70	543,303.30
Kichton Contracting Ltd.	x	x	x	571,660.00	571,660.00
Sustainable Developments Commercial Services Inc.	x	x	x	596,317.32	596,317.32
New Lining Solutions Inc. (Green Patch Environmental)	x	x	x	613,861.82	613,803.00
Layfield Canada Ltd.	x	x	x	623,230.00	623,230.00

Options

1. That Town Council award the Cell 7 Construction - Phase II Liner Installation to Enviro-Pro Geosynthetics Ltd. at a cost \$479,783.
2. That Council rejects all tenders and request Administration to re tender.
3. Table for further information

Chief Administrative Officer Comments

I support this recommendation. Each of these projects has been budgeted for and will be funded from the Landfill Capital reserve.

Attachment(s) N/A



TOWN OF HINTON REQUEST FOR DECISION

DATE: February 25, 2016

TO: REGULAR MEETING OF COUNCIL OF March 1, 2016

FROM: Dale Woloszyn, C.E.T. Public Works Planning & Project Manager

REVIEWED BY: Gordie Lee, Infrastructure Services Director

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: Cell 7 Construction - Phase III Tender Award Earthworks and Piping

Recommendation:

That Town Council awards the Cell 7 Construction - Phase III - Earthworks and Piping to BTO Contracting Ltd. at a cost of \$157,725.

Concluding Statement

Administration is recommending the Cell 7 Construction - Phase III – Earthworks and Piping tender be awarded to BTO Contracting Ltd. at a cost of \$157,725. Funding for the projects would come from the Landfill Capital Reserve.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/Partial	Comments
Municipal and Provincial Laws	Yes	Meets the requirements for landfill Approval 48050-20-00
Community Sustainability Plan	Yes	Considers the needs of the present without compromising the community's needs in the future.
Council Strategic Plan	Yes	Provides economic strength and ensures the viability of Landfill is preserved.
Long Term Capital Plan or Adopted budget	Yes	Aims to minimize costs to the taxpayer while providing long term sustainability.
Other plans or policies Memorandum of Agreement	Yes	Meets the intent of the Memorandum of Agreement with Yellowhead County, Edson and Jasper.

Background / Introduction

On February 25, 2016 the WYRWMA recommended the approval of the 2016 Capital Budget of \$1,843,000. Funding for the projects would come from the Landfill Capital Reserves. As per policy, Hinton Town Council must approve all tenders over \$100,000. The primary capital projects tendered for 2016 is for Cell 7 Construction - Phase II and Phase III. The Phase III Earthworks and Piping tender was advertised in the local newspaper, the Hinton Web Page and the Alberta Purchase Connection. On February 11, 2016 tenders closed for the Cell 7, Phase III Liner Installation.

Seven tenders were received with the lowest bid submitted at a price at \$136,482. The second lowest tender submitted was at \$157,725. The highest bid submitted was \$245,906. All bids were evaluated and BTO Contracting Ltd. tender of \$157,725 was selected. Kana Oilfield Services Ltd. Tender was rejected for not following Bidders Instructions. The price difference of the two lowest bids submitted was \$21,243. Full Bidder list as follows:

Phase III – Earthworks and Piping Tenders Submitted

Company	Received On Time	Addendum Received	Tender Form Signed	Bid Bond Submitted	Quotation Amount as Opened (excl. GST)	Quotation Amount Based on Unit Prices (excl. GST)
Kana Oilfield Services Ltd.	x	x	x	x	136,518.00	136,482.30
BTO Contracting Ltd.	x	x	x	x	157,725.00	157,725.00
Sustainable Developments Commercial Services Inc.	x	x	x	x	175,327.04	175,327.04
PME Inc.	x	x	x	x	193,266.24	193,266.24
Gabriel Construction Ltd.	x	x	x	x	222,485.00	222,419.45
Kichton Contracting Ltd.	x	x	x	x	220,428.84	220,428.84
Wilf's Landscaping	x	x	x	x	245,906.00	245,906.00

Options

1. That Town Council award the Cell 7 Construction - Phase III Earthworks and Piping to BTO Contracting Ltd. at a cost \$157,725.
2. That Council rejects all tenders and request Administration to re tender.
3. Table for further information

Chief Administrative Officer Comments

I support this recommendation. Each of these projects has been budgeted for and will be funded from the Landfill Capital reserve.

Attachment(s) N/A



TOWN OF HINTON REQUEST FOR DECISION

DATE: February 9, 2016

TO: **REGULAR COUNCIL MEETING – March 1, 2016**

FROM: Denise Parent, Director of Corporate Services

APPROVED BY: Mike Schwirtz, Chief Administrative Officer

RE: **Policy #103 – Senior Tax Rebate Program**

Recommendation:

That Council approve Policy #103 – Senior Tax Rebate Program and rescind Policy #071.

Concluding Statement

In 2006, Council approved a Senior Tax Rebate Program to assist seniors in the community. The resulting policy #071 has not been reviewed since then and requires a revision to ensure it is still relevant.

Conformance of recommendation to existing laws and Hinton Council plans

Conforms with:	Yes/No/ Partial	Comments
Municipal and Provincial Laws	n/a	
Community Sustainability Plan	n/a	
Council's Strategic Plan	n/a	
Long Term Capital Plan or Adopted budget		Policy 071 was approved by council on October 3, 2006

Background / Introduction

This item is before Council to revise policy #071 – Seniors Tax Rebate Program as using the base year of 2006 is no longer relevant for seniors that initially qualify for a tax rebate in 2016 and beyond.

This Program has been in place since 2006 and in the last 3 years an average of 20 senior property owners have take advantage of the program. The way policy #017 is written, a first time qualified application received in 2016 would receive a refund based on the difference between 2016 and 2006 (base year). By introducing a base year that is tied to when a senior property owner first qualifies it removes the static base year of 2006 as it is no longer relevant in 2016.

The Province offers a [Seniors Property Tax Deferral Program \(SPTDP\)](#) allowing eligible senior homeowners to defer all or part of their property taxes through a low-interest home equity loan with the Alberta government.

A quick scan of what is offered in other municipalities similar to Hinton reveals that very few (if any) offer a municipal senior tax rebate program and instead refer residents to the provincial program. Similar types of programs for low income citizens are offered in some of the major cities though none appear to use a base year as the benchmark to determine the tax rebate.

Options

- 1) Approve Policy #103 to reflect a base year as being the first year that a senior property owner qualifies.
- 2) Retain the current Policy #071 and have the base year remain at 2006.
- 3) No longer offer a Town of Hinton Senior Tax Rebate Program.
- 4) Direct Administration to explore other options.

Administration Assessment of Options and Conclusion

Option 1 maintains the integrity of the intent of the Tax Rebate Program introduced in 2006. Applicants will continue to benefit by calculating the rebate on the base year they first qualified.

Option 2 maintains status quo with the base year being 2006 for calculating the rebate regardless of when a senior property owner first qualified.

Option 3 would eliminate the Town of Hinton's Senior Tax Rebate Program and refer qualified senior property owners to the Province's Tax Deferral Program.

Option 4 would direct Administration to explore other options and bring a report back to council.

Town Manager Comments

Updating the Senior Tax Rebate Program ensures fairness in application to all qualified property owners regardless of the year they first apply.

Attachment(s)

1. Policy #103 – Seniors Tax Rebate Policy
2. Policy #071 – Seniors Tax Rebate Policy (to rescind)



TOWN OF HINTON

POLICY TITLE: Seniors Tax Rebate Program

POLICY #: 103

EFFECTIVE DATE:

**ADOPTED BY
COUNCIL ON:**

1.0 POLICY STATEMENT

1.1 This policy is designed to protect low income senior property owners from municipal tax increases greater than the amount paid in the base year they qualified. Low income seniors are generally unable to augment their income to correspond with increases in municipal taxes.

2.0 DEFINITIONS

2.1 Alberta Seniors Benefit (ASB) program: Provincial program that provides a monthly income supplement to federal income sources to eligible Alberta Seniors.

2.2 Base Year: The year where the senior property owner first qualified for the ASB programs

3.0 PROGRAM REQUIREMENTS

3.1 The applicant must provide evidence that they meet the criteria of the ASB program.

3.2 Applications must be made before December 31 of the tax year being applied for.

3.3 Refunds of less than \$20.00 will not be made.

3.4 The maximum annual rebate is \$500.00.



TOWN OF HINTON

Policy No. 071

Created By:

Approved By:

Revised By:

Town Council

Town Council

Approved On: October 3, 2006

Revised On:

POLICY STATEMENT

The Town of Hinton wishes to implement a program to protect low income senior property owners from municipal tax increases.

1. GOALS

Low income seniors are generally unable to augment their income to correspond with increases in taxes. This policy is designed to protect low income senior property owners from municipal tax increases greater than the amount paid in 2006.

2. DEFINITIONS

3. METHODS AND PROCEDURES

The following are the requirements of the program:

1. The base year is 2006.
2. The applicant must provide evidence that they are eligible for the Alberta Seniors Monthly Cash Benefit Program to the Services for Independent Living Coordinator.
3. Applications must be made before December 31 of the tax year being applied for.
4. Refunds less than \$5.00 will not be made.

4. **RESPONSIBILITIES**

- The Services for Independent Living Coordinator shall provide the tax clerk with evidence of eligibility for the applicant.
- The tax clerk shall determine the increase in taxes from the base year to the year being applied for.
- The tax clerk will provide information on the amount of rebate to the accounts payable clerk **OR** the tax clerk will apply a credit to the tax roll. (the taxpayer has the choice of refund or credit to tax roll)
- If applicable, the accounts payable clerk will issue a refund to the applicant.

5. **GUIDING PRINCIPLES TO STAFF**



**Town of Hinton
COUNCIL INFORMATION PACKAGE #1
(February 17, 2016)
In Advance of March 1, 2016 Regular Council Meeting**

Page

PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

- | | | |
|-------|----|--|
| 2 | 1. | Alberta Human Services - FCSS Funding |
| 3 - 4 | 2. | Global Traffic Group Distracted Driving Presentations |
| 5 - 7 | 3. | Hinton & District Chamber of Commerce Response Letter to 2016 Town of Hinton Budgets |

REPORTS & MINUTES FOR INFORMATION

- | | | |
|-------|----|---------------------------------|
| 8 - 9 | 1. | Innovista Land Sale Information |
|-------|----|---------------------------------|



Town of Hinton
COUNCIL INFORMATION PACKAGE #2
(February 24, 2016)
In Advance of March 1, 2016 Regular Council Meeting

Page

PRIORITY ITEMS

CORRESPONDENCE & INFORMATION ITEMS

2 1. GYPSD Board News

REPORTS & MINUTES FOR INFORMATION

3 - 6 1. APPROVED LIBRARY BOARD MINUTES - JANUARY 25, 2016