



Town of Hinton  
STANDING COMMITTEE MEETING  
Agenda  
March 22, 2016 - 4:00 PM  
Council Chambers, 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 - March 22, 2016

**CITIZENS "MINUTE WITH COUNCIL"**

**ACTION AND DISCUSSION ITEMS**

- 2 - 11
1. Performing Arts Venue

**ADDITIONAL INFORMATION**

- 12 - 15
1. Urgent Matters from Council
  2. Chief Administrative Officer Status Report
  3. Legislative and Executive Assistant Logistics Information

**ADJOURNMENT**

1. Adjournment



# TOWN OF HINTON DIRECTION REQUEST

**DATE:** March 14, 2016

**TO:** STANDING COMMITTEE MEETING OF MARCH 22, 2016

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

**REVIEWED BY:** Laura Howarth, Director of Community Services

**APPROVED BY:** Mike Schwirtz, Chief Administrative Officer

**RE:** Performing Arts Venue

## Purpose

This item is before Council to provide detailed information in support of the budget and detailed design of the Performing Arts Venue project. Administration is seeking Council support to continue to advance the project design with a budget in the amount of \$5,240,000 for the purpose of releasing a tender based on the following:

*At Regular Council Meeting on December 1, 2015, Council's decision states: That the Arts Venue project be advanced as a full build-out costing up to \$6 million, with any shortfall in funding (once grants, sponsorships, community fundraising etc. are maximized) to be covered by a maximum \$4.5 million debenture*

## Issue

Administration commissioned consultants to commence the review and evaluation of the Guild to meet the deliverable as outlined in the above motion. Throughout the design of the project there has been continuous public discussion and interest addressed to Council. Council, in turn, has requested clarification and/or additional information from Administration as it relates to:

- the venue hosting 1<sup>st</sup> run cinema movies over and above the proposed 2<sup>nd</sup> run movie equipment; and
- the operational model(s) that support this venue and the potential project cost impact to taxpayers.

The design and scope of work identifies that the project is achievable within the budget identified in the December 1, 2015 decision. Administration together with the Consultants will present the design, operational model(s), budget, project schedule and grant/funding to Council on March 22, 2016. The presentation will provide Council and the community-at-large with the details to embrace the vision of the project and the considerations taken into account to support the design, functionality and operations.

## **Administration Comments**

Key stakeholders, the community-at-large, Council and Administration acknowledge and recognize that:

- since the loss of the Roxy Theatre in 2009, there have been many efforts made to re-establish a dedicated performing arts venue, cinema or in combination. Those efforts included evaluating the use of the “old IGA site” that sought to have cinema and a dedicated arts venue through a private and Town partnership; direct inquiries have been made to private cinema business operators to seek interest in re-establishing “cinema” in Hinton; independent efforts by a local society in presenting a business plan to Council to support establishing a performance venue; and non-profit group efforts with volunteered professional support to evaluate venue options within established buildings.
- identified that the \$1 million Community Facility Enhancement Program (CFEP) grant from the Government of Alberta has been graciously extended with the last request extending security of the grant to January 31, 2017.
- established a key stakeholder supported performing arts scope “fit” and identified the Guild as a location that could be supported and meet the timelines and budget to maximize the use of the CFEP grant.

Together, key stakeholders, the community-at-large, Council and Administration have moved forward investing time, energy and funds to deliver a viable project. The proposed design represents the investment of many and supports renovating the Guild to meet the base scope needs. We recognize that it does not provide the Town of Hinton with a venue that meets all needs. It is important to be reminded that a ten (10) year Recreation Centre Strategy is under development. The development of this strategy provides the solution to evaluate developing an “arena” style multi-purpose venue that will accommodate more group needs with the opportunity to host large scale performances.

Yellowhead Regional Arts Festival Society (YRAF) has been instrumental in attaining the CFEP grant. The Arts Society of Hinton (ASH) has been instrumental in maintaining passion, vision and energy to developing an immediate solution to the needs of our community. We recognize that combining the needs of performing arts and cinema into one venue creates challenges to deliver the 100% plus experience to audience in sound, sight (screens) and seating for a performance vs. cinema movie and yet the synergies of the two successfully support the operation and long-term viability of this venue.

Defining a “place” where arts and cinema can be a home to our local community and a destination welcoming regional and national groups is key to establishing Hinton as a community that supports, invests, grows and celebrates the value of arts and cinema to many people within our community.

The challenge with all initiatives made to date (albeit independent or partnership initiatives) has been the lack of financial means. The Guild site is identified as a destination for performing arts - it has an established paved parking area and existing street access to accommodate the venue. The infrastructure services are identified as aged and problematic and in need of replacement to support this project but are accessible to replace with no major impacts to other properties. All of these assets in place significantly reduce additional cost impacts associated to looking at a raw land development or sites where infrastructure services and access is not readily accessible.

## **Administration's Conclusion / Proposed Direction**

The Guild renovation and expansion supports 150 patrons, a 197m<sup>2</sup> (2120 sq. ft.) expansion facing Switzer Drive will serve as the main entrance to the venue providing access to the lobby, box office, new washrooms and bar/concession with public access to the theatre and a stairwell to a second floor mezzanine where the sound control and electrical housing will be located. The current arts space (fire bays) will be upgraded to accommodate the new theatre and stage area – 150 retractable theatre seats are included with seating accommodations/space in the front rows to support persons with disabilities. The stage size is approximately 16m x 7m (52.5 ft. x 23 ft.) with curtains and a screen. The rear of building will have an addition of approximately 90m<sup>2</sup> (968 sq. ft.) and will serve as the back of house with storage and an overhead door access for loading. Meeting storage requirements have been a challenge and two sea can containers have been included in the overall project budget to support the requirements.

Marshall Tittlemore will present the design considerations to renovate the space to a performing arts theatre and cinema and speak to the following:

- Building Code requirements for the change in occupancy use and impacts internal and external to the building as it relates to code.
- Stated Occupancy of 150 persons.
- The stakeholder scope fits in design and implementation of same into design.
- Review of floor plans and the architectural choices to support the lobby/mezzanine detail, theatre space and back of house.
- Exterior and Landscaping finishes.

Schick Shiner and Associates Ltd. will present the venue's theatre and design requirements and considerations.

- Lighting System
- Sound and Communication Systems
- Video System\*
- Lobby System
- Stage Drapery
- Retractable Seating

Kara Lincoln from ISL Engineering and Land Services will present the Structural System and Civil System design requirements and considerations.

- Structural System
- Building Design Criteria with site condition limitations
- Building Foundation
- Civil Systems – watering and sanitary servicing concepts, site grading and stormwater concepts
- Parking Lot concept and pathway connection
- Gas Service

Marshall Tittlemore will present the Mechanical System design requirements and considerations.

- Mechanical Systems
- Fire Protection/Security System
- HVAC System – use of existing with new
- Service Connection - transformer

The Class “C” Construction Budget<sup>1</sup> for the proposed design is established at \$4,337,340 with contingency included.

\*To upgrade the Video System and uplinks to support 1<sup>st</sup> run cinema a contingency of \$100,000 has been established to upgrade the projector, add a link system to download movies and add fiber optics to the building to support the system.

The Class “C” Construction Budget supporting 1<sup>st</sup> run cinema equipment is established at \$4,437,340 with contingency included.

### **Current Use Impacts:**

One of the key impacts in the design is that the Potters Guild currently uses about 102m<sup>2</sup> (1100 sq. ft.) at the back of the fire bays. In evaluation and discussions with the concept design, the Potters identified the challenges with the concept that proposed moving them to the second floor to join the existing users: Quilters, Toastmasters and daycare in that there is potential cross contamination of Potters’ materials and Quilters’ materials; having the kiln within a separate space on the second floor; and the moving of raw materials through the main entrance into the elevator then onto the proposed area.

The existing “old share shop” located at the back of the Guild was evaluated as an option as it is currently underutilized space with heating, lighting, sanitary and water connections. Consultation with the stakeholders identified the building space as being too small and concerns were raised regarding the safety and security of the location. To keep the Potters Guild within the ASH community and having access to using the Performing Arts Venue for exhibits a new “build” based on prefabricated engineered trusses “a garage package” was evaluated. The new build could be located within the grounds of the Guild, provide 120m<sup>2</sup> (1300 sq. ft.), self-contained facility with services and a single washroom facility.

The Class “C” Construction Budget for the proposed new build is established at \$200,000 with infrastructure service connections and contingency included.

### **Operational Models and Venue Use:**

Moving forward creating a designated performing arts venue also seeks to evaluate, understand and define multi-user groups. At present, ASH members utilize the facility and rent the facility to groups on a regular and required basis to maximize the use of the open space available.

Moving the use of the facility to a dedicated performing arts venue and cinema use (subject to the desired operational model) redefines multi-user groups to being those that use the facility for the purpose of stage and theatre seating this includes performance, movies albeit 1<sup>st</sup> run, 2<sup>nd</sup> run, local production, educational/business lecture hall and/or open spaces for the purposes of exhibits and community events.

---

<sup>1</sup> Class “C” Construction Budget is defined as an estimated project cost that is used in the design of a project and is expected to be within -15% to 25%.

Creating a multi-purpose space to support the needs of programs and activities focused outside of the performing arts and cinema creates challenges in the design and budget. The Guild is limited in its expansion to the West due to a major utility right-of-way. A complete second floor in the initial assessment was identified as \$2 million range. Additional dedicated and easy access to storage becomes a factor and the building design envelope has already been identified as being tight.

The design use serves to multi-use as it pertains to theatre production, cinema, lecture hall and exhibit space. To incorporate and catch-all elements required for multi-purpose use starts to escalate the budget. The design acknowledges that even some existing ASH events may not best be served from this facility due to size, occupancy or requirements needed to host the event.

Administration consulted with Schick Shiner and Associated Ltd. and sought Mr. Rick Schick's expertise to assist in understanding and evaluating operating models that would support the successful use and potential opportunities this venue would provide. Mr. Schick has professional experience in operating and consulting in the design and operations of many facilities across Canada. Administration retained Mr. Schick's services to evaluate the facility and provide two operational models. The two models are:

Model 1: Performing Arts Venue and Cinema – maintaining ASH model

This model seeks to review ASH maintaining their existing model for the Performing Arts Venue and all facets of their operations in cooperation with a model for operating cinema.

Model 2: Performing Arts Venue and Cinema – alternative options

This model seeks to understand the successful operations of other communities and recommend an operating model best suited to serve Hinton.

Mr. Schick findings will be presented at the meeting.

### **Project Time Frames**

To take the next steps to advance this project forward support of Council is required. The next available date for a Regular Scheduled Meeting of Council is April 5, 2016 or Council could elect to have a special regular meeting scheduled at any time.

To give understanding to the overall project schedule and the timelines, we use April 6, 2016 as starting point, the following provides an estimated schedule:

- Finalize and Release the tender documents (4 weeks) May, 2016
- Public Tender period (4 weeks) June, 2016
- Review tenders, recommendation to award general contractor (2 weeks) June, 2016
- Decision of Council to Award Contract at Regular Meeting on June 21, 2016
- Contractor awarded and mobilization to site (12 months) June, 2016
- Construction Completion June, 2017
- Theatre Equipment Fit Out (2 months) July to August
- Facility Opens – September, 2017

The time frame for construction is estimated and until a general contractor is in place these timeframes remain only estimates. As always, we would work with the general contractor to see what is reasonably achievable without adding additional costs to push an earlier opening.

We are also proposing that the theatre fit out for equipment be tendered out separately from the General Contractor for the base building so as not to incur additional mark-up for hiring a sub-contracted company. The Town will hire the contractor directly and we would release this tender in January, 2017. Delaying this tender has no impact to the completed schedule date above as we need all renovations to the base building to be completed prior to equipment in the theatre being fitted.

**Total Project Budget**

The following provides a summary of the fees and disbursements expensed to date and the estimated Class “C” Costs for the project.

Fees for Design and Engineering to date:

Architect, Engineering and Theatre Consultant Fees	\$368,277
Disbursements (include geotechnical and survey)	<u>22,096</u>
Total	\$390,373

Fees to complete Design, Engineering (tender ready):

Architect, Engineering and Theatre Consultant Fees	\$196,834
Disbursements (include geotechnical and survey)	<u>11,810</u>
Total	\$208,644

Total Fees to complete the Design and Engineering to Tender \$599,017

The Construction Budget based on a Class “C” Estimate for Construction is as follows:

Performing Arts Venue (including theatre fit out and contingency) and accounts for the \$100,000 for cinema project and hardware	\$4,437,340
Potters Guild Facility (building, servicing and contingency)	<u>200,000</u>
Total	<u>\$4,637,340</u>

\*The budget does not account for furnishings or fixtures specific to supporting performing arts for dressing rooms, green room space, etc. This may include would identify shelves, closet hangars, specialized furnishings for preparation of make-up and/or similar components.

**The Total Estimated Project Cost is \$5,236,357.**

This is still subject to change based on the value of the bids received in the tender process and this would be identified at the Regular Meeting of Council to Award a Contract.

**Project Funding Impacts to Taxpayers:**

To provide financial insight to the project costs based on a \$5,240,000, the following is identified:

**Contributions received and accounted for include:**

CFEP Grant \$1 Million (with interest to-date)	\$1,042,500
Remaining Insurance Proceeds	\$ 148,000
Yellowhead County Contribution of <i>(under the Recreation Sharing Agreement at 7.57% of total cost)</i>	<u>\$ 396,700</u>
Total	\$1,587,200

**Debenture (for a maximum of)\*** \$3,652,800

**Total** \$5,240,000

\*It is noted that the project is not to exceed \$6 Million on the original motion– the debenture would be reduced to meet the project budget with the Contributions on hand. Any additional contributions found or granting opportunity would further reduce the debenture amount. For the purposes of discussion, the above numbers are stated.

Calculated debenture options over 10,15 or 20 years:

- Over 10 years the debenture payments at 2.081% are \$400,620 / year; or
- Over 15 years the debenture payments at 2.498% are \$289,244 / year; or
- Over 20 years the debenture payments at 2.859% are \$237,590 / year.

Note: Interest rates are subject to change.

The following funding sources can be considered to support the debenture payment:

- Using a portion of the funds in the New Infrastructure Reserve.
- Directing that a portion of the ATE funds be applied towards the debenture payments.
- In 2019 redirecting the payments from debentures that will be maturing towards the debenture payments.
- Applying funds received from the annual MSI or FGT grants towards the debenture payments.

If any of the above four options are chosen, this would result in a zero impact to tax payer's for this project. Or consideration can be given to a combination of the above and a modest property tax increase.

Direction from Council on how they wish to proceed needs to be defined in order to calculate if there will be a direct or indirect cost implication to the tax payers. The indirect cost is that the funds supporting the payback of the debenture is funded from the above noted options.



### **Additional Grant and Funding Opportunities:**

The Canada Cultural Space Fund (CCSF) deadline of April 1, 2016 will soon be upon us. Administration is prepared to submit an application with a \$1 Million ask on Council's direction. Detailed engineering design, operational model evaluations and a proposed tender ready project with a construction completion date are identified as projects that will receive greater consideration as it is understood that the CCSF seeks to allocate funding for projects moving forward in the immediate calendar year.

Evaluating and identifying a sponsorship program to further reduce the costs on the project have yet to be realized but interest and discussions have been identified. The Town would undertake to host a discussion with those interested to identify a model that best fits.

### **Town Manager Comments**

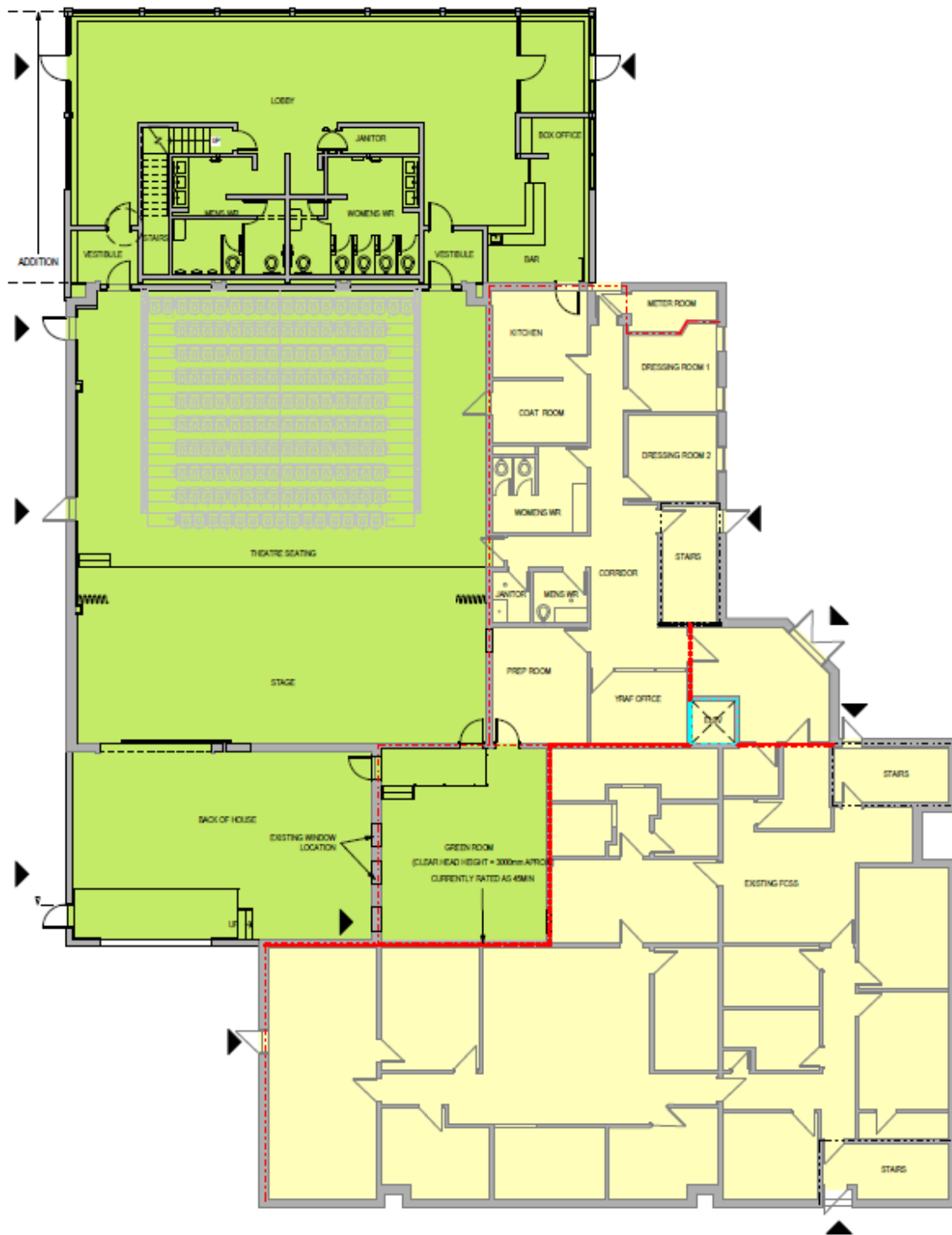
This is a significant project for the Hinton region. In many ways this community has been working on this venue for almost 7 years. This report and the presentations provide a significant amount of information and many things to consider. Administration is looking for Council's support to determine the next steps for this project.

### **Attachment**

1. Architectural Renderings

Attachment 1:





1 MAIN FLOOR FIRE RATING PLAN  
 A0.04 SCALE: 1:100

**COUNCIL ACTION PENDING LIST**  
**as of March 22, 2016**

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
06 Mar 2012	Standing	MD - 0436	From Council Planning Session- Prepare approach/options of a social media strategy and how it could be expanded to "go where citizens are at".	Emily Olsen		30 Sep 2016	In Progress	A social media strategy will be created as part of the communications strategy. Key pieces to the strategy include an editorial plan, scheduling considerations, and an approved public communications policy for administration. Facebook or other identified social media applications would potentially launch in conjunction with the refreshed Town of Hinton website. Mar. 27/15 Date moved to September, 2016 due to Admin capacity and intricacies of this work.
11 Sep 2012	Standing	MD - 0607	2012 Municipal Resource Optimization: Review potential for elimination of commercial waste collection as municipally delivered. Report findings to Finance Manager	Gordie Lee		12 Apr 2016	In Progress	Due date moved to Nov./15 with report to Council late Aug./15. Garbage collection report moved to spring, 2016. Due date moved to April 12, 2016 due to Performing Arts Venue item.
12 Feb 2013	Standing	MD - 0739	Review pros/cons of metering water and how to move to phased implementation plan; bring back to council.	Dale Woloszyn		01 Jun 2016	Pending	Project Plan to be approved by Council by Dec. 31/15. Will engage CEAC for public feedback.
23 Sep 2014	Standing	MD - 1186	After LUB review/updated completed, return "Vacant Land and Under-Developed Land" report back to council	Wendy Jones	Mindi Petkau	02 May 2016	In Progress	LUB is currently under a review by Administration and ISL. Final Meeting with Council to review final changes before public process. Draft LUB to be ready for Council review April 7, 2016 with a formal Council review scheduled for April 26, 2016 Standing Committee meeting.
02 Dec 2014	Regular	MD - 1221	Opening Rec Centre on Statutory Days: Continue trial for additional 2-year period; bring attendance results back to Council after that time.	Laura Howarth	Hans van Klaveren	01 Dec 2016	In Progress	Designated stat holidays are being trialed and results will be reported to Council in December 2016.

## COUNCIL ACTION PENDING LIST

as of March 22, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
13 Jan 2015	Standing	MD - 1229	Housing Funds Allocation/Municipal Affairs (4 houses): Prepare a plan to allocate the \$1M sale proceeds. SC Direction April 28, 2015 - Send a request to Municipal Affairs in regards to the \$1M from sale proceeds of the Rural and Native Housing to be applied to 1) Habitat for Humanity; 2) Balance of funding to be applied to Hinton's future contribution to the Evergreen facility upgrade; 3) in the event the Evergreen Facility Upgrade is not an option then the balance of the funding to be applied to other projects that meet the criteria	Denise Parent		30 Jun 2015	In Progress	April 9/15 - Discussion with Don Squires from Capital Initiatives of Municipal Affairs as to project proposals of the sale proceeds within the Town of Hinton. He suggested that Habitat would be a good proposal or any project that supports attainable housing. A letter is to be drafted with proposals for their consideration. April 28/15 - Report went to Standing Committee; May 4/15 - Letter submitted to Housing Development MA requesting transfer of funds, awaiting response. Response delayed due to May 5/15 Provincial election. Nov 2015 followed up with an email as to status. Still waiting for a response. Dec/Jan 2016 Mayor followed up with Mike Leathwood and waiting for a response.
03 Feb 2015	Regular	MD - 1302	That Administration provide a similar report on development permit deposits (update) within twelve months to review the status of outstanding deposits.	Wendy Jones		03 Feb 2016	In Progress	Development deposits are now up to date. Administration will present a report on system changes April 26, 2016.
16 Jun 2015	Regular	MD - 1290	Research all options for the mobile home parks conditions and issues, including roads and number of exits. Bring back to Standing Committee.	Wendy Jones	Mike Schwirtz	30 Nov 2016	In Progress	Fire, Bylaw, Planning and Town Manager met to discuss and evaluate new strategies. The Safer Communities and Neighbourhoods Act of Alberta was reviewed with legal advice and the findings were that this Act does will not support us. Legal is aware of similar issue in another community and is going to review and see what approach we may take. Update Aug 6/15 date moved to allow for further research. Moving date to November, 2016 due to required research.
23 Jun 2015	Standing	MD - 1295	Gateway Signs: Bring back to Council information on powder coating (reflective paint) and improving landscaping (zero maintenance if possible) for immediate results; with a line item added to the budget for long term results.	Wendy Jones	Mindi Petkau	30 Mar 2016	In Progress	Looking into cost effective solutions to present to Council. Report will come in December, 2015. Report to Council January 12, 2016 where Council provided further direction on lights, flag poles. Item removed from 2016 budget. Further information will be brought to Council in April, 2016.

**COUNCIL ACTION PENDING LIST**

as of March 22, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
23 Jun 2015	Standing	MD - 1296	Town Campground: Prepare "business case" to install full or partial services at the campground; and/or exit strategy to get out of the campground business by Jan./16.	Wendy Jones	Gordie Lee	30 Sep 2016	Pending	Moved to Q3, 2016 (from April, 2016) due to scope of work and administration capacity.
01 Sep 2015	Regular	MD - 1315	Beaver Boardwalk: Prepare a brochure which includes detailed map of boardwalk; to be included in the 2016 budget.	Mike Schwartz	Emily Olsen	31 Dec 2015	In Progress	Plan is in place to have brochure produced by end of year. Working with a publisher to have brochure ready for Spring, 2016. Awaiting content and review
01 Sep 2015	Regular	MD - 1345	Proceed with consultant to engage in a 10-year Strategic Plan for the Dr. Duncan Murray Recreation Centre evaluation.	Wendy Jones	Laura Howarth	30 Jun 2016	In Progress	
15 Sep 2015	Regular	MD - 1321	ATE Program and Proceeds - Investigate 2 or 3 options for changing the driving behaviours at the Brookhart corner location.	Mike Schwartz	Todd Martens	30 Jun 2016	In Progress	Low priority at this time; preliminary ideas have been generated but full option and impact assessments need to be done.
13 Oct 2015	Standing	MD - 1326	Develop a long term development plan for the Athabasca Riverfront Park	Laura Howarth	Hans van Klaveren	31 Oct 2016	In Progress	Information gathered from operating for a second season / park use will be taken into consideration.
13 Oct 2015	Standing	MD - 1329	Look at options for placing a seasonal bus stop near the Beaver Boardwalk	Laura Howarth	Olga Uloth	30 Apr 2016	In Progress	Preliminary review: the transit bus already stops at the top of Collinge Road and Mountain Street (1/2 block from the Beaver Boardwalk entrance). Creating a seasonal stop for summer tourists would alter the timing of the entire route and regardless, would not provide a direct route to the attraction from the Visitor Centre at Green Square. A more in depth analysis will be explored before closing the action.
27 Oct 2015	Standing	MD - 1334	Develop a modest grant system to cover part of the cost of going to a standardized box for a key box program.	Mike Schwartz	Todd Martens	31 Mar 2016	In Progress	
27 Oct 2015	Standing	MD - 1335	Incorporate terminology around the new and existing buildings on the key box program for a phased in period.	Mike Schwartz	Todd Martens	31 Mar 2016	In Progress	
27 Oct 2015	Standing	MD - 1336	Bring the key box bylaw to Regular Council for a decision	Mike Schwartz	Todd Martens	31 Mar 2016	In Progress	

**COUNCIL ACTION PENDING LIST**

as of March 22, 2016

Meeting Date	Source	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Status	Additional Comments
01 Dec 2015	Regular	MD - 1344	Arts Venue Project: Advance as a full build-out costing up to \$6 million with any shortfall in funding (once grants, sponsorships, community fundraising etc. are maximized) to be covered by a maximum \$4.5 million debenture.	Wendy Jones	Laura Howarth	31 Mar 2016	In Progress	Detailed drawings with budget costing is tentatively scheduled to be brought to Council for review March 22, 2016.
15 Dec 2015	Regular	MD - 1356	Participatory Budget: Bring the topic of the participatory budget forward for discussion at a Standing Committee meeting by March, 2016.	Denise Parent		22 Mar 2016	Pending	Moved to April 12, 2016 due to Performing Arts Venue item on March 22, 2016.
02 Feb 2016	Regular	MD - 1348	HGFAC: Administration to bring Bylaw #1085 for review at a Standing Committee meeting prior to the 2016 Organizational Meeting of Council.	Mike Schwirtz	Rhonda West	05 Sep 2016	Pending	Report will come to Council at the Standing Committee meeting of September 13, 2016.