



Town of Hinton
STANDING COMMITTEE MEETING
Agenda
April 26, 2016 - 4:00 PM
Committee Room, Hinton Government Centre

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

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - April 26, 2016

CITIZENS "MINUTE WITH COUNCIL"

ACTION AND DISCUSSION ITEMS

- 2 - 12
1. Recreation & Parks User Fee Policy #082 - Soccer Pitch Fees - Presented by Laura Howarth (10 minutes)

ADDITIONAL INFORMATION

- 13 - 17
1. Urgent Matters from Council
 2. Chief Administrative Officer Status Report
 3. Legislative and Executive Assistant Logistics Information

IN CAMERA

1. Confidential Consultations (FOIP)

ADJOURNMENT

1. Adjournment

MEMORANDUM



Date: April 21, 2016
To: Standing Committee Meeting of April 26, 2016
From: Laura Howarth, Director of Community Services
RE: Recreation & Parks Use Fee Policy #082 – Soccer Pitch Fees

This item is before Council at their request from the April 19, 2016 Regular Meeting to “bring the Recreation & Parks User Fee Policy #082 to Standing Committee no later than May 10, 2016”.

Issue Identified by Council

1. When full sized regulation soccer pitches are booked by two or more groups simultaneously, the booking fee for use is charged to *each* group (versus *divided* among the groups); and
2. Are the revenues generated in this way significant?

Administration Comments on Situation

The fee for soccer pitch use is set by the Recreation & Parks User Fee Policy #082 (Attachment 1).

1. The adult rate per pitch is \$10.00/hr while the youth rate is \$5.00/hr. This is a nominal fee to partially recoup booking and maintenance costs. Other factors considered are:
 - The use of one full sized regulation pitch with players & subs (not considering parents & coaches) is $(11 + 4) \times 2$ team = 28. Dividing that large field into 4 small fields would be $((3 + 3) \times 2) \times 4 = 48$ and so the practice to charge per booking is further supported by the higher volume of usage.
 - With use of $\frac{1}{4}$ of the total field by one youth group only, it may seem unreasonable to charge them only one fourth of the fee as $\frac{1}{4}$ of the nominal \$5.00 would equate to \$1.25/hr.
 - Per player cost applying one full field fee charged to *each* group would be \$0.42 per youth player while having it *divided* among four groups would be \$0.18 per youth player.
2. The revenues generated for this in 2015 for the Minor Soccer rentals at the Town soccer pitch at Gerard Redmond Community Catholic School were in comparison:
 - U4 \$160.32 - for 45 minutes 3 fields (would be \$56.11 if they had paid for 1 pitch only)
 - U6 \$228.00 - for 45 minutes 4 fields (would be \$59.85 if they had paid for 1 pitch only)
 - U8 \$304.00 - for 60 minutes 4 fields (would be \$79.80 if they had paid for 1 pitch only)

The total difference between \$692.32 versus \$195.76 is \$496.56 and may/not be considered significant.

Attachment

1. Recreation & Parks Use Fee Policy #082



TOWN OF HINTON

| | |
|-------------------------------|---|
| POLICY TITLE: | Recreation & Parks User Fee Policy |
| POLICY #: | 082 |
| EFFECTIVE DATE: | December 1, 2009 |
| ADOPTED BY COUNCIL ON: | November 17, 2009 / June 2, 2015 |

POLICY STATEMENT

The Town of Hinton provides a variety of recreation, leisure and sporting opportunities for residents and visitors. While the delivery of recreation services addresses a basic human need and reflects the values of our community and the desire to present Hinton as a vibrant centre, a user fee policy provides a balanced approach for establishing fees in consideration of achieving overall goals.

1. REASON FOR POLICY – GOALS

- Reducing the reliance on property taxes, by recovering an appropriate portion of the costs for various services from the user(s) that primarily benefit from them.
- Providing a fair and equitable process that encourages accessibility and participation.
- Ensuring that fees contribute to the public's effective and efficient use of Town resources.
- Identifying the relative pricing provided to various user segments.
- Establishing meaningful and realistic goals that provide enough flexibility to meet evolving social values and changing fiscal pressures.

2. DEFINITIONS

Corporation – refers to the Corporation of the Town of Hinton.

Council Approved Fees – refers to general admission fees, Recreation Centre rental fees and sports fields / parks rental fees that require Council approval.

Cost Recovery – refers to all direct costs (i.e., operating) that are recovered through user fees and other non-tax levy revenue sources, or as defined through updated Corporation standards. This does not include capital costs, or overhead costs like accounting services, ground maintenance, senior administration, insurance, maintenance of common areas etc.).

Department – refers to the Department responsible for recommending the applicable fees to Council, or to whom the authority for setting fees has been delegated.

Fees - are monetary payments for services, as described below and shall exceed the costs and resources required to collect the fee, unless the fee is being used to help regulate usage; fees are established to recover a percentage of the costs of a particular range of services from the user(s) that primarily benefit from them.

Booking / Administrative Fees – fees charged where low or no fee is set, but where there is determined a need to track or manage resources and apply administrative processes (i.e. refunds).

Fees for Goods – fees charged for merchandise (for example, publications, souvenirs, food, etc.)

General Admission Fees - entrance fees charged for facility access and/or use.

Non-Council Approved Fees – refers to all fees and charges that do not require Council approval. This includes all fees for programs, service fees, equipment use, fees for goods, booking/administrative fees, promotional programs and all other Department approved contracts and agreements.

Program Fees – fees charged for participation in selected recreation instructional/educational programs and/or special events (for example, swim lessons, day camps, Halloween events, etc.)

Promotional Program – refers to a strategic initiative that targets specific user segments with the intent of maximizing revenue generation and/or access through special discount programs (i.e., discounted pricing during low-use times to encourage increased revenue generation, bulk-purchase discounts to encourage higher volume sales, targeted programs aimed at special sub-populations, etc.), or can refer to the need to advertise select future rates in advance of formal approval in order to meet early publication deadlines (provided that this early promotion of future rates clearly communicates that they may be subject to change).

Rate Class – refers to a defined segment of the population, as described below.

Adult – defined as any person aged 18 and older, but under the age of 60.

Attendant Caregiver – defined as the primary health care aide who accompanies a person with a disability to minimize any potential barriers for their direct participation.

Child – defined as any person aged 6 to 12.

Family – defined as those individuals who share the same Personal Health Care.

Preschool – defined as any person aged 5 and under.

Minor Group – defined as any sporting group, club or organization that is registered as a not-for-profit organization, with at least 75% of the participants under 18.

Senior – defined as any person aged 60 and older.

Youth – defined as any person aged 13 to 17.

Rental Fees – fees charged for the reservation and use of a space or facility (for example, arenas, meeting rooms, pool, etc.).

Service Fees – additional fees charged to accommodate more specific user needs (for example, extra lifeguard surcharge to ensure lifeguarding standards are met on larger group pool rentals, providing babysitting services, etc.).

3. RESPONSIBILITIES

Town Council shall:

- approve the User Fee Policy and any subsequent amendments;
- approve each three-year fee schedule term; and
- during the budget process, approve any mid-term fee changes of 2% or more

Director of Community & Protective Services shall:

- ensure compliance with the Fee Policy; and
- approve all mid-term fee changes of less than 2%

Parks, Recreation & Culture Manager shall:

- recommend for Council approval of the User Fee Policy and all subsequent amendments;
- recommend for Council approval of each three-year fee schedule;
- recommend for Director approval any mid-term fees changes of less than 2%;
- recommend for Council approval during the budget process, any mid-term fee changes of 2% or more;
- ensure compliance with the Fee Policy;
- approve all non-Council approved fees; and
- approve the establishment of promotional programs and the setting of new fees in response to short term, temporary and other Department initiatives.

All Division Directors, Managers and Supervisors shall:

- ensure compliance with the Fee Policy; and
- review and recommend to the Parks, Recreation & Culture Manager, for their specific area of responsibility.

4. METHODS AND PROCEDURES

User Fee Considerations – The following general pricing approaches are considered when user fees are developed:

- Strategic Directions – fees are developed under the general guidance from any corporate policies and directives, approved strategic/long-range plans, or approved budget documents.
- Cost Based – fees are developed in recognition of the changing costs required to offer those services and cost recovery targets that have been established through business planning processes. Cost recovery targets recognize the evolving relationship between the public good and the benefit provided to the individual user(s), and require a multi-year perspective.
- Market Based – fees are developed in consideration of evolving industry trends, and the fees charged for other similar opportunities provided by alternate service providers.
- Social Responsibility Based – fees are developed in recognition of the social benefits and outcomes desired (for example, implementation of a reduced fee program that encourages access by disadvantaged user groups).
- Revenue Based – individual fees are strategically developed to maximize revenue growth in consideration of price sensitivity, price elasticity, volume and demand curves, and any other pricing considerations.

- Supportable – fees are developed in consideration of user feedback and pricing research completed (for example, regional surveys, user surveys, etc.).
- Marketable – fees are developed to respond to quickly evolving market conditions, with the intent of increasing attendance volumes (and thereby revenue growth) and/or encouraging more sustainable revenue streams through promotional programs. Fees and pricing relationships are to be easy to understand and implement (for example, price rounding).
- Sustainable – fees are developed to ensure the future sustainability of services through the potential reinvestment of proceeds where appropriate.
- Harmonized – wherever appropriate, fees for like services, programs or amenities at different facilities shall be similarly priced to ensure consistency, fairness and equitability.

Rate Structure – the following rate structure establishes the general ratios among the various categories:

- Adult / General Rate (base rate) – The adult rate shall be initially calculated considering direct costs of the provision of the service within the context of the aforementioned user fee considerations. Where applicable, the adult rate shall be the base rate for all other rate calculations.
- Attendant Caregiver Rate – When a person with a disability is accompanied by his/her caregiver, the admission charge for that caregiver shall be zero.
- Child Rate – The child rate shall be set at (approximately) 60% of the adult rate.
- Family Rate – The family rate shall be set at the (approximate) equivalent cost of the sum of 1 adult rate and 2 child rates.
- Preschool Rate – The preschool rate shall be set at (approximately) 25% of the adult rate.
- Minor Group Rate – The minor group rate shall be set at (approximately) 50% of the adult group rate.
- Youth Rate – The youth rate shall be set at (approximately) 75% of the adult rate.
- Senior Rate – The senior rate shall be set at (approximately) 75% of the adult rate.

- Punch Card Fees (10 visits) – The punch card fee for each category shall be set at (approximately) 90% of the combined total of 10 single admission rates for each corresponding category.
- Season Pass Rates – The season pass rates shall be set by applying the following formula grid and whereby use will be free to the user after the designated number of visits has been achieved. The number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Pass Rate for each facility use:
 - 3 Month: 15 Uses
 - 6 Month: 28 Uses
 - 12 Month: 45 Uses

Accessibility - The Department shall continue to monitor affordability and other potential barriers to participation, and where required, will make recommendations to Council when additional resources are required to advance specific initiatives to reduce barriers based on the needs of the community and information available at the time. For example, programs such as the development of a program providing individuals below a pre-established economic threshold with greater subsidized access to recreation services.

Fee Change Timelines – user fee schedules shall be created and approved by Council in three year increments with new rates being effective September 1 of one year to August 31 of the next year. Changes of 2% or more to the Council approved three year fee schedule shall be proposed during the budget process of the preceding year and approved by Council.

Request for Waiving of Fees – administration shall not waive fees, but can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives shall be presented to the Parks, Recreation & Culture Manager for approval. Exceptional requests may be forwarded to Council (or a designated board/committee) for their consideration. Council shall not waive fees but will provide a grant to the group to cover all, or a portion of, the fee.



FACILITY DAILY ADMISSION, PUNCH CARD, MEMBERSHIP FEE SCHEDULE (incl. GST)

(Effective September 1, 2015 - August 31, 2018)

Recreation & Parks User Fee Policy #082 approved by Town Council

All future increases for all user fees under Policy #082 (including General Daily Admission rates) will be implemented September 1 of each year and will be rounded to the nearest \$0.25.

| GENERAL ADMISSIONS | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---|----------------|----------------|----------------|----------------|
| Family (2 Adults + their children living in the same house) | \$ 13.00 | \$ 13.75 | \$ 14.00 | \$ 14.25 |
| Adult (18+ years) | \$ 6.00 | \$ 6.25 | \$ 6.50 | \$ 6.75 |
| Senior (60+ years) | \$ 4.50 | \$ 4.75 | \$ 4.75 | \$ 5.00 |
| Youth (13-17 years) | \$ 4.50 | \$ 4.75 | \$ 4.75 | \$ 5.00 |
| Child (6-12 years) | \$ 3.50 | \$ 3.75 | \$ 3.75 | \$ 4.00 |
| Preschool (5 and under) | \$ 1.50 | \$ 1.50 | \$ 1.50 | \$ 1.75 |

| 10 - Punch Cards: | | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------|--|----------------|----------------|----------------|----------------|
| FAMILY | Two adults and their children living in the same household | \$ 117.00 | \$ 123.75 | \$ 126.00 | \$ 128.25 |
| ADULT | Person aged 18 to 59. | \$ 54.00 | \$ 56.25 | \$ 58.50 | \$ 60.75 |
| SENIOR | Person aged 60 and older. | \$ 40.50 | \$ 42.75 | \$ 42.75 | \$ 45.00 |
| YOUTH | Person aged 13 to 17. | \$ 40.50 | \$ 42.75 | \$ 42.75 | \$ 45.00 |
| CHILD | Person aged 6 to 12. | \$ 31.50 | \$ 33.75 | \$ 33.75 | \$ 36.00 |
| PRESCHOOL | Person aged 5 and under. | \$ 13.50 | \$ 13.50 | \$ 13.50 | \$ 15.75 |

"Punch Card Fees (10 visits) – The punch card fee for each category shall be set at (approx.) 90% of the combined total of 10 single admission rates for each corresponding category."

Punch cards are transferable to other users in the same or lower category and do not expire.
Punch cards are handy so customers do not have to carry cash.
Punch card use shortens the wait time at the admissions desk (a simple punch vs. cash transaction).

| | 2015-16 | | | 2016-17 | | | 2017-18 | | |
|------------------|----------------|-------------|---------------|----------------|-------------|---------------|----------------|-------------|---------------|
| | 3-mo | 6-mo | annual | 3-mo | 6-mo | annual | 3-mo | 6-mo | annual |
| FAMILY | \$ 206.25 | \$ 385.00 | \$ 618.75 | \$ 210.00 | \$ 392.00 | \$ 630.00 | \$ 213.75 | \$ 399.00 | \$ 641.25 |
| ADULT | \$ 93.75 | \$ 175.00 | \$ 281.25 | \$ 97.50 | \$ 182.00 | \$ 292.50 | \$ 101.25 | \$ 189.00 | \$ 303.75 |
| SENIOR | \$ 71.25 | \$ 133.00 | \$ 213.75 | \$ 71.25 | \$ 133.00 | \$ 213.75 | \$ 75.00 | \$ 140.00 | \$ 225.00 |
| YOUTH | \$ 71.25 | \$ 133.00 | \$ 213.75 | \$ 71.25 | \$ 133.00 | \$ 213.75 | \$ 75.00 | \$ 140.00 | \$ 225.00 |
| CHILD | \$ 56.25 | \$ 105.00 | \$ 168.75 | \$ 56.25 | \$ 105.00 | \$ 168.75 | \$ 60.00 | \$ 112.00 | \$ 180.00 |
| PRESCHOOL | \$ 22.50 | \$ 42.00 | \$ 67.50 | \$ 22.50 | \$ 42.00 | \$ 67.50 | \$ 26.25 | \$ 49.00 | \$ 78.75 |

• Membership Pass Rates – The pass rates shall be set by applying the following formula grid whereby use will be free to the user after the designated number of visits has been achieved. The number of visits shall be multiplied by the single daily admission rate assigned in the current User Fee Schedule to determine the Pass Rate for each facility use:
 o 3 Month: 15 Uses o 6 Month: 28 Uses o 12 Month: 45 Uses



2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE

GENERAL RECREATION CENTRE

| | Sep 1/14- Aug 31/15 | Sep 1/15- Aug 31/16 | Sep 1/16- Aug 31/17 | Sep 1/17- Aug 31/18 |
|---|------------------------|------------------------|------------------------|------------------------|
| ROOM RENTAL PER HOUR (+ GST) Peoples Centre, Board Room, Concession Eating Area | | | | |
| Profit/Commercial/ Business | \$ 33.25 | \$ 35.00 | \$ 36.00 | \$ 37.00 |
| Adult Not-For-Profit Organization | \$ 26.00 | \$ 27.25 | \$ 28.00 | \$ 28.75 |
| Youth Not-For-Profit Organization | \$ 12.50 | \$ 13.75 | \$ 14.00 | \$ 14.25 |
| Party Rental, Private Individual (min 2 hrs, max 6 hrs)) | \$ 12.50 | \$ 13.75 | \$ 14.00 | \$ 14.25 |
| DAILY ROOM RENTAL (+ GST) | | | | |
| Peoples Centre, Board Room & Concession Eating Area | \$ 149.75 | \$ 157.25 | \$ 161.25 | \$ 165.25 |
| Concession Kitchen - Off Season (per day) | \$ 107.50 | \$ 113.00 | \$ 115.75 | \$ 118.75 |
| STORAGE ROOMS / LOCKER SPACE (+ GST) | | | | |
| Storage Rooms Yearly (ie Minor Hockey) | \$ 313.00 | \$ 328.75 | \$ 337.00 | \$ 345.50 |
| Storage Rooms Monthly | \$ 28.50 | \$ 30.00 | \$ 30.75 | \$ 31.50 |
| Equipment Lockers Yearly (Arenas & Figure Skating) | \$ 164.75 | \$ 173.00 | \$ 177.25 | \$ 181.75 |
| Court & Pool Lockers (per month) | \$ 9.50 | \$ 10.00 | \$ 10.25 | \$ 10.50 |
| STAT HOLIDAY RENTAL RATES 100% Actual Cost Recovery | | | | |
| Statutory holidays are considered prime time and therefore charged out at prime time rate for all bookings. When the rental will result in additional costs (i.e. custodians, customer service clerks, lifeguards, extra set-up/take-down, etc.) these costs will be minimized where possible (by performing work before or after the stat, for example) but all extra charges will be added to the total rental fee <i>at 100% cost recovery</i> . | | | | |

POOL FACILITY

| | Sep 1/14- Aug 31/15 | Sep 1/15- Aug 31/16 | Sep 1/16- Aug 31/17 | Sep 1/17- Aug 31/18 |
|---|------------------------|------------------------|------------------------|------------------------|
| POOL RENTAL PER HOUR (+ GST) include 40 people max. Extra lifeguard charged at 41, 81, 121, etc. people. | | | | |
| Adult Non Profit Organization | \$ 146.75 | \$ 154.00 | \$ 157.75 | \$ 161.75 |
| Youth Non Profit Organization | \$ 73.50 | \$ 77.00 | \$ 79.00 | \$ 81.00 |
| Per lane rental | \$ 13.00 | \$ 13.75 | \$ 14.00 | \$ 14.25 |
| Party Rental, Private Individual | | \$ 77.00 | \$ 79.00 | \$ 81.00 |
| POOL RENTAL OUTSIDE NORMAL OPERATING HOURS | | | | |
| Negotiated individually to cover base costs and any incremental charges. | | | | |
| Cost factors include expected service level, quantity of time booked, proximity of booking to regular hours & utilities. (Minimum for any rental rate is the non-prime rate). | | | | |



2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE

ARENA FACILITIES

| | Sep 1/14- Aug 31/15 | Sep 1/15- Aug 31/16 | Sep 1/16- Aug 31/17 | Sep 1/17- Aug 31/18 |
|---|------------------------|------------------------|------------------------|------------------------|
| ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Youth Rates September 1 - April 15 | | | | |
| Monday - Friday Youth | | | | |
| 6:30 am - 4:00 pm (non-prime) | \$ 53.00 | \$ 55.75 | \$ 57.25 | \$ 58.75 |
| 4:00 pm - 9:00 pm (prime) | \$ 80.75 | \$ 85.00 | \$ 87.00 | \$ 89.25 |
| Saturday - Sunday Youth | | | | |
| 6:30 am - 9:00 pm (prime) | \$ 80.75 | \$ 85.00 | \$ 87.00 | \$ 89.25 |
| ARENA ICE RENTAL PER HOUR, ORGANIZATION (+ GST) Adult Rates September 1 to April 15 | | | | |
| Monday - Friday Adult | | | | |
| 4:00 pm - 11:00 pm (prime) | \$ 161.75 | \$ 169.75 | \$ 174.00 | \$ 178.25 |
| 11 pm - 4 pm next day (non-prime) | \$ 105.25 | \$ 110.50 | \$ 113.25 | \$ 116.00 |
| Saturday - Sunday Adult | | | | |
| 8:00 am - 11:00 pm (prime) | \$ 161.75 | \$ 169.75 | \$ 174.00 | \$ 178.25 |
| 11:00 pm - 8:00 am (non-prime) | \$ 105.25 | \$ 110.50 | \$ 113.25 | \$ 116.00 |
| ARENA ICE RENTAL PER HOUR, PRIVATE INDIVIDUAL (+ GST) Rates September 1 - April 15 | | | | |
| Party Rental, Private Individual | | \$ 85.00 | \$ 87.00 | \$ 89.25 |
| ARENA OFF SEASON ICE RENTAL (+GST) April 16 to August 31 | | | | |
| Negotiated individually to cover base costs and any incremental charges. | | | | |
| Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities. (Minimum rate is the non-prime rate). | | | | |
| ARENA NON-ICE RENTAL (+ GST) | | | | |
| Profit/Commercial/Business (hourly) | \$ 102.75 | \$ 108.00 | \$ 110.75 | \$ 113.50 |
| Profit/Commercial/Business (daily) | \$ 1,027.75 | \$ 1,079.25 | \$ 1,106.25 | \$ 1,134.00 |
| Adult Rental Non Profit Organization (hourly) | \$ 67.00 | \$ 70.25 | \$ 72.00 | \$ 73.75 |
| Youth Rental Non Profit Organization (hourly) | \$ 33.25 | \$ 35.00 | \$ 36.00 | \$ 37.00 |
| Party Rental, Private Individual | | \$ 35.00 | \$ 36.00 | \$ 37.00 |
| Special Events are negotiated individually to cover base costs and any incremental charges. | | | | |
| Cost factors include expected service level, set-up/take-down times, quantity of time booked, proximity of booking to regular seasons & utilities. (Minimum rate is the non-prime rate). | | | | |



2015 - 2018 RECREATION AND PARKS USER FEE SCHEDULE

| <i>PARK FACILITIES & SPACES</i> | Sep 1/14- Aug 31/15 | Sep 1/15- Aug 31/16 | Sep 1/16- Aug 31/17 | Sep 1/17- Aug 31/18 |
|--|------------------------|------------------------|------------------------|------------------------|
| BALL DIAMONDS (+GST) | | | | |
| Adult - Unserviced per hr/diamond | \$ 9.50 | \$ 10.00 | \$ 10.25 | \$ 10.50 |
| Youth - Unserviced per hr/diamond | \$ 4.75 | \$ 5.00 | \$ 5.25 | \$ 5.50 |
| Adult Groups - Serviced per hr/diamond | \$ 21.00 | \$ 22.00 | \$ 22.50 | \$ 23.00 |
| Youth Groups - Serviced per hr/diamond | \$ 10.50 | \$ 11.00 | \$ 11.25 | \$ 11.50 |
| FOOTBALL FIELDS & SOCCER PITCHES (+GST) | | | | |
| Adult daily - special community events | \$ 120.00 | \$ 126.00 | \$ 129.25 | \$ 132.50 |
| Adult - per hr/pitch | \$ 9.50 | \$ 10.00 | \$ 10.25 | \$ 10.50 |
| Youth daily - special community events | \$ 59.50 | \$ 63.00 | \$ 64.50 | \$ 66.00 |
| Youth - per hr/pitch | \$ 4.75 | \$ 5.00 | \$ 5.25 | \$ 5.50 |
| COMMUNITY PARKS (+GST) Includes playgrounds | | | | |
| Adult daily - special community events | \$ 120.00 | \$ 126.00 | \$ 129.25 | \$ 132.50 |
| Youth daily - special community events | \$ 59.50 | \$ 63.00 | \$ 64.50 | \$ 66.00 |
| FOOD BOOTH (+GST) | | | | |
| Daily Facility Rental - (Includes propane) | \$ 71.25 | \$ 74.75 | \$ 76.50 | \$ 78.50 |

DASHBOARD: COUNCIL ACTION PENDING

As of April 22, 2016

(Sorted by Meeting Date)

| Meeting Date | Item Number | Action Required | Staff Responsible | Due Date | Additional Comments |
|--------------|-------------|--|-------------------|-------------|--|
| Mar 2012 | 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 | 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 | 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 | 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. To Council April 26, 2016 |
| 12 Feb 2013 | 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 | Project Plan to be approved by Council by Dec. 31/15. Will engage CEAC for public feedback. |
| 23 Sep 2014 | MD - 1186 | After LUB review/updated completed, return "Vacant Land and Under-Developed Land" report back to council | Wendy Jones | 01 Aug 2016 | 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. Date moved to accommodate LUB coming to Council in May. |

RATINGS: Green = Normal; Yellow = Caution; Red = Alert

DASHBOARD: COUNCIL ACTION PENDING

As of April 22, 2016
(Sorted by Meeting Date)

| Meeting Date | Item Number | Action Required | Staff Responsible | Due Date | Additional Comments |
|--------------|-------------|--|-------------------|-------------|--|
| Dec 2014 | 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 | 01 Dec 2016 | Designated stat holidays are being trialed and results will be reported to Council in December 2016. |
| Jan 2015 | 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 | 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 | 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 | Development deposits are now up to date. Administration will present a report on system changes April 26, 2016. Deposits all up to date - report to Council May 3, 2016 |

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DASHBOARD: COUNCIL ACTION PENDING

As of April 22, 2016

(Sorted by Meeting Date)

| Meeting Date | Item Number | Action Required | Staff Responsible | Due Date | Additional Comments |
|--------------|-------------|---|-------------------|-------------|--|
| Jun 2015 | 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 | 30 Nov 2016 | 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 | 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 | 30 Mar 2016 | 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. |
| 23 Jun 2015 | 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 | 30 Sep 2016 | Moved to Q3, 2016 (from April, 2016) due to scope of work and administration capacity. |
| 01 Sep 2015 | MD - 1315 | Beaver Boardwalk: Prepare a brochure which includes detailed map of boardwalk; to be included in the 2016 budget. | Mike Schwirtz | 01 Jun 2016 | 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 | MD - 1345 | Proceed with consultant to engage in a 10-year Strategic Plan for the Dr. Duncan Murray Recreation Centre evaluation. | Wendy Jones | 30 Jun 2016 | Plan is being developed. |

RATINGS: Green = Normal; Yellow = Caution; Red = Alert

DASHBOARD: COUNCIL ACTION PENDING

As of April 22, 2016

(Sorted by Meeting Date)

| Meeting Date | Item Number | Action Required | Staff Responsible | Due Date | Additional Comments |
|--------------|-------------|---|-------------------|-------------|---|
| Sep 2015 | MD - 1321 | ATE Program and Proceeds - Investigate 2 or 3 options for changing the driving behaviours at the Brookhart corner location. | Mike Schwartz | 30 Jun 2016 | Low priority at this time; preliminary ideas have been generated but full option and impact assessments need to be done. |
| 1 Oct 2015 | MD - 1326 | Develop a long term development plan for the Athabasca Riverfront Park | Laura Howarth | 31 Oct 2016 | Information gathered from operating for a second season / park use will be taken into consideration. |
| 22 Oct 2015 | 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 | 31 Mar 2016 | Delayed due to work priorities. |
| 27 Oct 2015 | MD - 1335 | Incorporate terminology around the new and existing buildings on the key box program for a phased in period. | Mike Schwartz | 31 Mar 2016 | Delayed due to work priorities. |
| 27 Oct 2015 | MD - 1336 | Bring the key box bylaw to Regular Council for a decision | Mike Schwartz | 31 Mar 2016 | Delayed due to work priorities. |
| 01 Dec 2015 | 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 | 01 Jul 2016 | Detailed drawings with budget costing is tentatively scheduled to be brought to Council for review March 22, 2016. Tender process is underway with June 21 award. |
| 15 Dec 2015 | MD - 1356 | Participatory Budget: Bring the topic of the participatory budget forward for discussion at a Standing Committee meeting by March, 2016. | Denise Parent | 15 Jul 2016 | Council direction on April 5th was to send PB documentation to CEAC sub committee for their review and input by July 15, 2016. |
| 02 Feb 2016 | MD - 1348 | HGFAC: Administration to bring Bylaw #1085 for review at a Standing Committee meeting prior to the 2016 Organizational Meeting of Council. | Mike Schwartz | 05 Sep 2016 | Report will come to Council at the Standing Committee meeting of September 13, 2016. |
| 05 Apr 2016 | MD - 1359 | Work with the Rotary Club to bring a report back to Council that identifies design and equipment impacts / costs to the approved construction budget. | Wendy Jones | 07 Jun 2016 | Working with theatre consultant and stakeholders to develop operating model. |
| 05 Apr 2016 | MD - 1360 | Send the Participatory Budget program to CEAC and request an independent review by July 15, 2016. | Denise Parent | 15 Jul 2016 | PB has been referred to CEAC. |
| 19 Apr 2016 | MD - 1361 | Prepare a report on the Town of Hinton crosswalk flashing lights One-Time project from the HGFAC recommendations and bring back to Standing Committee | Gordie Lee | 28 Jun 2016 | |

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DASHBOARD: COUNCIL ACTION PENDING

As of April 22, 2016

(Sorted by Meeting Date)

| Meeting Date | Item Number | Action Required | Staff Responsible | Due Date | Additional Comments |
|--------------|-------------|---|-------------------|-------------|---|
| Apr 2016 | MD - 1362 | Draft a letter of intent for one year of funding to a maximum of \$15,000 to the ANRTA conditional on a minimum of two other communities participation. | Mike Schwirtz | 10 May 2016 | Emily is working on the letter of intent. |

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