



## TOWN OF HINTON

Minutes of the Standing Committee Meeting  
held January 10, 2017  
Committee Room

### Present:

Mayor Rob Mackin, Councillors Glen Barrow, Ryan Maguhn, Marcel Michaels (by phone), Albert Ostashek, Stuart Taylor, Matthew Young

### Also in Attendance:

Mike Schwartz, Chief Administrative Officer, Denise Parent, Director of Corporate Services, Wendy Jones, Director of Planning & Development, Laura Howarth, Director of Community Services, Gordie Lee, Director of Infrastructure Services, Rhonda West, Legislative & Executive Assistant

**Refer to the Standing Committee Meeting Agenda package for [January 10, 2017](#) for detailed background information.**

### ORDER

Deputy Mayor Ostashek called the Standing Committee meeting to order. The time was 4:01p.m.

### ADOPTION OF AGENDA

**There was consensus that the agenda be adopted as presented with the addition of an In Camera matter – Deliberative (FOIP).**

### CITIZENS "MINUTE WITH COUNCIL"

### DELEGATIONS AND PRESENTATIONS

Lee-Anne Bembeneck and Madison Sharman provided Council with a summary of the operating budget for the Northern Rockies Museum of Culture & Heritage. The proposed allocation in the 2017 draft budget is \$95,000.

### ACTION AND DISCUSSION ITEMS

1. Water Conservation Strategy & Residential Water Metering

**There was consensus to direct Administration to draft a water conservation strategy for presentation to Council at a Standing Committee meeting by the end of March, 2017.**

2. 2017 Draft Operating and Capital Budgets

Council received further information with respect to the following budget proposals:

- Appropriation request from the library board (Attachment #1)
- Hinton Fire Work Experience Program (Attachment #2)
- Beaver Boardwalk Master Plan
- Beaver Boardwalk Bridge; and
- Proposed 3% increase to utilities

Initial

**There was consensus to direct Administration to reduce the Council Contingency Fund from \$80,000 to \$40,000.**

**MAGUHN - That the time for the Standing Committee meeting be extended beyond 3 hours.**  
**CARRIED**

**ADDITIONAL INFORMATION**

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

**MOVE IN CAMERA**

**MACKIN - That the Standing Committee meeting move in camera.**  
**CARRIED**

The time was 7:21 p.m.

**BARROW - That Standing Committee meeting revert to regular session.**  
**CARRIED**

The time was 10:07 p.m.

**There was consensus to direct Administration to set the library appropriation at \$475,000 for the next 3 years.**

**There was consensus to direct Administration to set the 2017 allocation for the new museum at \$45,000.**

**There was consensus to direct Administration to remove the Enhancement to the Fire Rescue Work Experience Program (\$37,500).**

**ADJOURNMENT**

**MICHAELS- That the Standing Committee meeting adjourn.**  
**CARRIED**

The time was 10:09 p.m.

  
\_\_\_\_\_  
Deputy Mayor

  
\_\_\_\_\_  
Director of Corporate Services

**Town Council Standing Committee Information**  
**January 10, 2017**

Since our presentation to Council on November 8<sup>th</sup> we have been working on our year end statistical report to Municipal Affairs and would like to share those preliminary results with you.

**In 2016 our preliminary results show that we had an increase of 24% in library use overall.** Based on these preliminary results the Library remains very relevant to the community in this digital era as 26% of library use is based on meeting patrons digital needs.

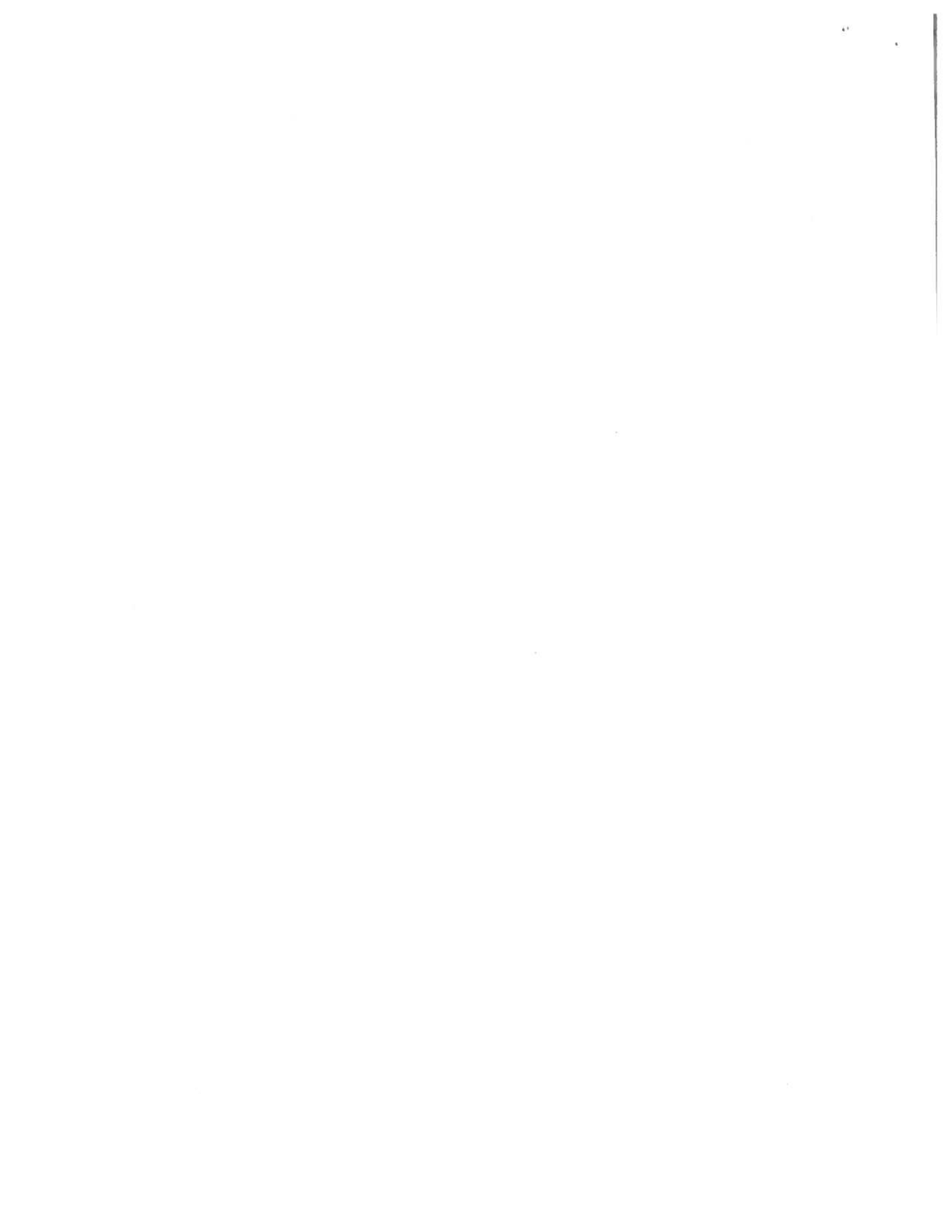
The increase of 24% overall library use is the result of many factors. There were more physical and virtual visits to the Library. We had increased circulation of physical and virtual library materials. We implemented free Library cards for children and seniors. And we worked hard to increase use of the Library among low income citizens.

The Library board and staff continue to focus on moving from a traditional library to a community led library using community engagement models such as developing the collection with patron input, doing outreach in the community and creating a community led Plan of Service for 2016-2019.

As well, in December we completed our Annual Patron Survey and we would like to let council know about several of those preliminary results. 90% of our patrons are completely satisfied or very satisfied with the Library. 14% of our patrons have an annual household income of \$25,000 or less.

We are providing the usage breakdown that is based on our year end report to Municipal Affairs in the following chart for your review.

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Circulation	43,990	47,311	51,322
Virtual circulation	3,790	6,496	9,797
Help questions	3,450	2,900	8,164
In person visits	34,400	34,500	39,416
Virtual visits	13,202	14,115	18,644
In house material use	7,450	5,050	8,060
Program/event attendance	4,781	5,538	5,232
Computer use (in house)	4,750	3,163	3,977
Computer – wireless access			2720
<b>TOTAL</b>	<b>115,813</b>	<b>119,073</b>	<b>147,332</b>



**Hinton Municipal Library**  
**2017 Municipal Appropriation request follow up**  
**Presented to Standing Committee – January 10, 2017**

*Has the Municipal Appropriation request changed since the Library Board first presented to Council? Is it still a 1% increase?*

The 2017 Municipal Appropriation request that the Library Board made was for \$494,155. This is still the amount that they are requesting from Council.

The 2017 Municipal Appropriation request is a 1% increase over the 2016 Municipal Appropriation ( $\$489,262 + 1\% = \$494,154.62$ ). Increasing the Municipal Appropriation by 1% adds \$4,893 more to the Library's operating budget.

The total 2017 Library operating budget is \$639,753, which is about a 5.42% increase over the 2016 Library operating budget ( $\$606,891 + 5.42\% = \$639,784.49$ ). The overall increase to the total operating budget is due to several factors:

- Changes to grants the library receives
- Anticipated donations and fundraising for special projects
- Transfers from capital reserves for equipment replacements

The Library's operating budget is attached for review. It is a 5-year budget projection (2017-2021) and includes the 2016 budget. Only the 2017 budget has been approved by the Library Board. The Municipal Appropriation request is highlighted in green.

**2017 Draft Budget - 5 year budget projection**  
 2017 approved by Library Board Oct 24, 2016

	2016	2017	2018	2019	2020	2021
<b>REVENUE</b>						
Sale of Goods & Services	21,000	16,000	10,000	10,000	10,000	10,000
Yellowhead County Library Board Contribution	42,000	47,048	46,500	46,340	46,785	47,200
Provincial Grant - Public Library Services Branch	54,529	52,725	52,725	52,725	52,725	52,725
Donations/Fundraising for Plan of Service special projects	0	1,500	1,500	1,500	100	100
Sponsorship and/or Grants	0	1,500	1,750	2,000	2,250	0
Archives Revenue	0	225	225	225	225	225
Archives Grants	0	0	0	0	0	0
Transfer from Operating Reserve	0	0	2,500	0	0	2,500
Transfer from Capital Reserve	0	26,500	11,500	21,500	50,000	20,000
Bank Interest	100	100	100	100	100	100
<b>SUBTOTAL REVENUE</b>	<b>117,629</b>	<b>145,598</b>	<b>126,800</b>	<b>134,390</b>	<b>162,185</b>	<b>132,850</b>
<b>MUNICIPAL APPROPRIATION</b>	<b>489,262</b>	<b>494,155</b>	<b>499,097</b>	<b>504,088</b>	<b>509,129</b>	<b>514,220</b>
<b>TOTAL REVENUE</b>	<b>606,891</b>	<b>639,753</b>	<b>625,897</b>	<b>638,478</b>	<b>671,314</b>	<b>647,070</b>

	2016	2017	2018	2019	2020	2021
<b>EXPENDITURES</b>						
<b>LIBRARY BOARD</b>						
Conference fees	1,000	1,000	1,000	1,000	1,000	1,000
Travel & Expenses	1,000	1,500	1,600	1,700	1,800	1,900
Food & Beverage	500	0	0	0	0	0
Plan of Service special projects	0	3,519	3,000	3,000	0	0
<b>TOTAL LIBRARY BOARD</b>	<b>2,500</b>	<b>6,019</b>	<b>5,600</b>	<b>5,700</b>	<b>2,800</b>	<b>2,900</b>

<b>LIBRARY ADMINISTRATION</b>						
Salaries	136,405	141,540	142,955	144,385	145,829	147,282
Benefits	27,281	32,554	32,880	33,209	33,541	33,876
Recruitment cost	1,000	0	0	0	0	0
Travel & Expenses	2,500	4,000	3,000	4,000	4,000	4,000
Telephone	7,000	7,070	7,140	7,212	7,284	7,357
Professional memberships	1,000	1,000	1,000	1,000	1,000	1,000
Audit	2,250	0	2,500	0	0	2,500
Yellowhead Regional Library membership	41,452	40,850	40,850	40,850	40,850	40,850
Contract services	12,000	6,000	6,050	6,100	6,150	6,200
Maintenance equipment	400	25,500	11,525	20,550	50,600	20,800
Supernet installation	0	0	0	0	0	0
<b>TOTAL LIBRARY ADMINISTRATION</b>	<b>231,288</b>	<b>258,514</b>	<b>247,900</b>	<b>257,306</b>	<b>289,254</b>	<b>263,865</b>

**LIBRARY OPERATION**

Wages - union staff	236,539	238,200	240,582	242,988	245,418	247,872
Wages - overtime union staff	2,000	2,000	2,000	2,000	2,000	2,000
Wages - contract staff	2,720	9,000	9,000	9,000	9,000	9,000
Benefits	49,419	47,760	48,238	48,720	49,207	49,699
Travel & Expenses	2,500	2,500	1,000	2,000	1,000	2,000
Postage & Freight	700	605	610	615	620	625
Advertising & Marketing	4,000	4,000	4,000	4,100	4,100	2,700
Insurance	2,295	1,995	2,015	2,035	2,055	2,075
Outreach	4,250	3,000	3,000	3,100	3,100	3,200
Programming	4,250	5,000	5,000	5,100	5,100	4,450
Rented equipment (Xerox lease)	4,500	4,545	4,590	4,636	4,683	4,730
Food & Beverage	500	0	0	0	0	0
Office supplies	6,000	5,050	5,050	5,100	5,100	5,200
Bank charges	826	834	843	851	860	868
Town equipment (Town car)	542	550	555	561	567	572
<b>TOTAL LIBRARY OPERATION</b>	<b>321,041</b>	<b>325,039</b>	<b>326,483</b>	<b>330,806</b>	<b>332,810</b>	<b>334,991</b>

**COLLECTION**

Subscriptions	1,500	1,000	1,000	1,000	1,000	1,000
Collection materials (new, lost, and processing supplies)	26,062	26,260	26,524	26,763	27,085	27,463
<b>TOTAL ARCHIVES</b>	<b>27,562</b>	<b>27,260</b>	<b>27,524</b>	<b>27,763</b>	<b>28,085</b>	<b>28,463</b>

**ARCHIVES**

Travel & Expenses	3,000	6,000	1,500	0	1,500	0
Supplies	1,500	500	505	510	515	520
<b>TOTAL ARCHIVES</b>	<b>4,500</b>	<b>6,500</b>	<b>2,005</b>	<b>510</b>	<b>2,015</b>	<b>520</b>

**TRANSFER TO CAPITAL RESERVE**

Capital reserve	20,000	16,000	16,000	16,000	16,000	16,000
<b>TOTAL CAPITAL RESERVE</b>	<b>20,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>

**TOTAL LIBRARY OPERATING EXPENDITURES**

<b>606,891</b>	<b>639,332</b>	<b>625,512</b>	<b>638,085</b>	<b>670,964</b>	<b>646,739</b>
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**Budget surplus/deficit**

Library Operating Reserve	38,878	49,951	47,451	47,451	47,451	44,951
Library Capital Reserve	77,682	69,296	73,796	68,296	34,296	30,296
<b>TOTAL LIBRARY RESERVES</b>	<b>116,560</b>	<b>119,247</b>	<b>121,247</b>	<b>115,747</b>	<b>81,747</b>	<b>75,247</b>

**Hinton Municipal Library**  
**2017 Municipal Appropriation request follow up**  
**Presented to Standing Committee – January 10, 2017**

***Why is Hinton's municipal appropriation around \$60 per capita when the provincial average for libraries our size is closer to \$30 per capita?***

There are three reasons why Hinton's municipal appropriation appears higher than the average:

- 1. What the Town directly pays for the Library facility is included in the municipal appropriation report to Municipal Affairs.*

For 2017, the Municipal Appropriation request to Council from the Library Board is \$494,155 or \$51.26 per capita. However, the 2017 Municipal Appropriation that will be reported to Municipal Affairs will be around \$592,447 or \$61.46 per capita.

The Town directly pays \$98,292 for the Library facility. This amount is part of the Town's maintenance budget and is not part of the Library's operating budget, but in Hinton it gets reported to Municipal Affairs as part of the Library's municipal appropriation.

Other municipalities may pay less for library facilities or may not report the amount they pay to Municipal Affairs. Reporting the direct payment amount for library facilities is up to the municipality. ***Because Hinton reports the cost of direct payments for the Library facility to Municipal Affairs it makes the municipal appropriation appear about \$10.20 higher per capita than other libraries our size.***

- 2. The payment for the Town's membership in Yellowhead Regional Library is part of the Library's municipal appropriation request.*

For 2017, we anticipate that the membership payment to YRL will be \$40,850. This amount is set by the regional library and is billed to the Town. The Town sends this bill to the Library Board and the Library operating budget pays for this amount.

Other municipalities pay this membership fee directly out of the Town's operating budget and it is not reported to Municipal Affairs as part of the municipal appropriation. ***Because Hinton accounts for the payment to Yellowhead Regional Library system in the Library's operating budget, this cost is reported to Municipal Affairs and makes the municipal appropriation appear about \$4.24 higher per capita than other libraries our size.***

- 3. Library staff are paid wages and benefits that are set by the Town's union contract and salary wage grids.*

For 2017, the Library staff wages and benefits in the Library operating budget are \$461,154.



The Library follows the Town's union contract. The municipal appropriation request includes a 1% wage increase for hourly staff as well as accommodation for those staff who will move 4% up the wage grids. For union staff, movement up the wage grids is dependant on hours worked.

The Library's municipal appropriation request includes an annual increase of 1% for salary staff, which is different than the proposed annual increase of 2% for Town salary staff. In addition, the Library budget is not including any movement up the wage grids for Library salary staff, which is also different than the Town salary staff budget. Typically, salary staff have an annual movement of 4% up to the next step on wage grids based on satisfactory performance reviews.

Please note that although the Library Board highly values the Library salary staff and is very satisfied with their performance, they have made the difficult decision to freeze the Library salary staff on their wage grids in order to create a well rounded operating budget. The Library salary staff fully support the Library Board in doing this.

All libraries have personnel costs included in their operating budgets and municipal appropriation reports. Some libraries have union contracts and some do not. Some libraries have competitive salary wage grids and some do not. Some libraries have benefit packages and some do not. In most libraries, the Library Board sets wage grids, union contracts, and benefit packages. ***Because the Hinton Library Board follows the Town's union contract and pays wages and benefits in accordance with the Town's rates, library personnel costs are higher than many other libraries our size. As reported to Municipal Affairs, 73.7% of Hinton Library's total expenditures are spent on library personnel costs, compared to the provincial average of 56% that other libraries spend on personnel costs.***

In summary, there are three reasons why Hinton's municipal appropriation is around \$60 per capita when the provincial average for libraries our size is closer to \$30 per capita:

1. Hinton reports the cost of direct payments for the library facility as part of the municipal appropriation – many other municipalities do not
2. Hinton includes the cost of the Town's membership fee in Yellowhead Regional Library as part of the municipal appropriation request – most other municipalities do not
3. library personnel costs are higher in Hinton due to the Town's union contract, wage grids, and benefit package – most other libraries set their own union contracts, wage grids, and benefit packages

**Hinton Municipal Library – Hinton Coal Branch Archives  
2017 Municipal Appropriation request follow up  
Presented to Standing Committee – January 10, 2017**

The mandate of the Hinton Coal Branch Archives, as part of the Hinton Municipal Library, is to acquire and preserve records of historical and cultural value to the Town of Hinton and surrounding community, and to make such records available to the public.

The Hinton Coal Branch Archives and the Northern Rockies Museum are currently working together to make sure all collection materials are housed in the correct institution. This involves transferring paper documents and print materials to the archives and physical objects to the museum.

- The archives operate 12 hours per week or 624 hours per year
- Staff respond to around 45 research requests per year – each request takes about 3 hours to fill, which totals 135 staff hours per year
- The archival collection contains unique items that have been donated by community members and organizations to the archives, such as:
  - paper documents
  - maps
  - photographs and negatives
  - books and videos
  - newspapers in print and microfilm formats
  - digital files
- Archival technology, equipment and furnishings include:
  - local database
  - microfilm reader
  - map cabinets
  - storage shelving
  - archival quality housing materials

**Current cost of archival services in the 2017 library operating budget**

Staff wages	\$16,500
Staff benefits	\$2,500
Staff training and travel	\$6,000
Supplies	\$500
Database contract	\$400
Institutional memberships	\$600
<b>Annual cost of archival services</b>	<b>\$26,500</b>

Please note: Archival facility costs and maintenance (for example, the specialized environmental controls) are part of the Town budget not the Library budget.

## Hinton Fire Work Experience Program Highlights

The Hinton Fire Department work experience program has undergone some big changes in the last couple of years. To keep up with increased demand on fire prevention/education programs for the community and an increased demand on basic building inspection this program has become more needed than ever. Included in the program and a benefit to the community we have listed below some key highlights of the program:

<ul style="list-style-type: none"> <li>• Enhanced response times to incidents during the week</li>   <li>• Fire Pre-plans on buildings</li>   <li>• Basic Fire Inspections</li>   <li>• Helps with OHS and code of practice standards</li>   <li>• Community Group tours</li>   <li>• Increase in truck maintenance plans</li>   <li>• Fire Prevention program               <ol style="list-style-type: none"> <li>1. Learn not to burn</li> <li>2. School visits</li> <li>3. P.A.R.T.Y Program</li> </ol> </li>   <li>• 1/3 programs in the country with a high application demand</li> </ul>	<ul style="list-style-type: none"> <li>- Lower response times</li>   <li>- Faster on scene time with a full complement of firefighters</li>   <li>- Begin out pre-incident planning of high hazard occupancies with the town</li>   <li>- Increase business awareness of fire safety and fire code for their business and building occupants</li>   <li>- Keep up to date and compliment with OH&amp;S standards</li>   <li>- Increased community presence to the firehall and create a positive image</li>   <li>- Keep up on maintenance and basic truck checks to ensure proper use of equipment and that equipment will be operational ready</li>   <li>- Increased fire safety programs</li>   <li>- Great opportunity to showcase Hinton and bring more exposure to the town, becoming a leader in fire service training</li> </ul>
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