



TOWN OF HINTON

Minutes of the Standing Committee Meeting
Held October 8, 2019
Committee Room

Present:

Mayor Marcel Michaels, Councillors Trevor Haas, Dewly Nelson, Albert Ostashek, JoAnn Race, Tyler Waugh

Absent:

Councillor Ryan Maguhn

Administration in Attendance:

Martin Taylor, Chief Administrative Officer, Laura Howarth, Director of Community Services, Emdad Haque, Director of Infrastructure Services, Todd Martens, Protective Services Manager, Olga Uloth, Acting FCSS Manager, Jenna Altrogge, FCSS Assistant Manager, Dani Woodman, Development Officer, Lorraine Walker, Planning & Development Manager, Hans van Klaveren, Parks, Recreation, & Culture Manager, Terri Williams, Legislative Clerk, Wendy Anderson, Executive Assistant

Also Present:

Dino Buttazoni, Jeff Richard, Jake Arsenault, Logan Arsenault, Carter Wickson, Owen Braun, Connor Kowalchuk, Bryant Joseph, Damon Belcourt, Max Sturko, Dawson Basnett, Ilya Zhilinsky, Mario De Capite, Alim Darmenov, Dorian Hall, Nico Cirelli, Dimitri Buttazonni, Brayden Harper, Jamahl Eakett, Brendon Auger - Timberwolves Hockey Team

Refer to the Standing Committee Meeting Agenda package for [October 8, 2019](#) for detailed background information.

ORDER

Deputy Mayor Albert Ostashek called the Standing Committee meeting to order at 4:00 p.m.

ADOPTION OF AGENDA

NELSON - That the Standing Committee Meeting Agenda of September 10, 2019 be accepted as presented.

Carried Unanimously

CITIZENS "MINUTE WITH COUNCIL"

No citizens wished to speak to Council.

DELEGATIONS AND PRESENTATIONS

1. Northern Rockies Museum of Culture & Heritage

Madison Sharman, Leanne Bembeneck and Terri McHugh provided Council with a presentation which included the Lookbook as well as their financial request for the 2020 Budget which is part of the October 8, 2019 agenda package. Additional information was provided to Council and is included with the minutes as Attachment 1.

2. Hinton Municipal Library

Hank Smit and Anayo Ugbomo provided Council with a presentation as well as their financial request for the 2020 Budget. The presentation is included in the October 8, 2019 agenda package.

ACTION ITEMS

1. FCS Committee Terms of Reference

MICHAELS - That Committee recommend Council approve to meet bi-annually with FCSS services, with the Board of Directors meeting to occur in the fall prior to budget discussions.

Consensus Achieved 6-0

O. Uloth and J. Altrogge left the meeting at 4:51 p.m.

2. Automated Traffic Enforcement Contract

NELSON - That Automated Traffic Enforcement be tabled until the next Standing Committee meeting.

Consensus Achieved 6-0

3. Short-term Rental Accommodation

NELSON - That Committee direct Administration to bring forward options for Short-term Rental Accommodation regulations for potential implementation with the Land Use Bylaw amendments expected in January 2020.

Consensus Achieved 6-0

D. Woodman left the meeting at 6:01 p.m.

DISCUSSION ITEMS

1. Rent Control

2. Aquatic Centre Options 1A and 3A

MICHAELS - That Committee direct Administration to bring a report including options on the next steps for the Aquatic Centre before the end of 2019.

Consensus Achieved 6-0

NELSON - Direct Administration to make the conceptual Aquatic Centre plans available on the Hinton.ca website.

Consensus Achieved 6-0

ADDITIONAL INFORMATION

1. Urgent Matters from Council
2. Chief Administrative Officer Status Report
3. Achieved Legislative Services Update
4. Executive Assistant Logistics Information

IN CAMERA

NELSON - That the Standing Committee Meeting of Council move In Camera at 6:51 p.m.

Carried Unanimously

T. Martens, T. Williams and W. Anderson left the meeting.

J. Arsenault, L. Arsenault, C. Wickson, O. Braun, C. Kowalchuk, B. Joseph, D. Belcourt, M. Sturko, D. Basnett, I. Zhilinsky, M. De Capite, A. Darmenov, D. Hall, N. Cirelli, D. Buttazonni, B. Harper, J. Eakett and B. Auger left the meeting at 7:10 p.m.

D. Buttazonni and J. Richard left the meeting at 7:40 p.m.

MICHAELS – That the meeting extend beyond four hours.

Carried Unanimously

E. Haque and L. Walker left the meeting at 8:07 p.m.

NELSON - That the Standing Committee Meeting of Council move out of In Camera at 8:58 p.m.

Carried Unanimously

NELSON – That the Land Matter report be accepted as information.

Consensus Achieved 6-0

MICHAELS - That the Committee recommends Council approve an amendment of the Hinton Timberwolves Junior A Hockey Team Facility Use Agreement to incorporate a reduced hourly rental rate for Adult Non-Prime Arena Use by 75% for the 2019/2020 season and 50% for the 2020/2021 season as determined by the Committee.

Consensus Achieved 6-0

ADJOURNMENT

MICHAELS - That the Standing Committee meeting adjourn at 9:00 p.m.

Carried Unanimously



Deputy Mayor



Legislative Clerk

**Hinton Historical Society
Comparative Balance Sheet**

ASSET	As at 05/31/17	As at 05/31/18
Current Assets		
Bingo Float	400.00	400.00
NRM Operations - Share Account	0.00	1.01
NRM Operations General Account	0.00	3,332.05
Cash to be deposited	317.25	2,011.53
Book float	200.00	0.00
Museum Register Float	200.00	200.00
General Chequing	21,547.42	1,854.09
Prov Gov't - Business Savings #1	33,772.37	73,778.43
Common Shares - Servus	413.13	427.51
Petty Cash	-264.10	0.00
Share - Bingo	1.06	1.10
Bingo Bank Account	967.66	4,122.54
Pull Ticket Bank Account	4,669.10	8,908.75
Share - Pull Ticket	1.21	1.25
Casino	16,956.17	10.13
Shares - Casino	1.19	1.23
Total Cash	79,182.46	95,049.62
GST - Raffle	7.60	0.00
GST Paid	1,983.26	586.04
GST - Casino	64.05	0.00
GST - Bingo	14.34	3.70
GST pull tickets	113.32	22.71
Total Receivable	2,182.57	612.45
Prepaid Expenses	1,669.66	2,023.82
Total Prepays	1,669.66	2,023.82
Total Current Assets	83,034.69	97,685.89
Capital Assets		
Computer & Peripherals	4,525.61	4,525.61
Furniture and Fixtures	1,919.72	10,288.95
40' Storage Container	4,312.80	4,312.80
Diorama (Landscape)	50,000.00	50,000.00
Display Items/Cases	5,051.33	5,733.88
Equipment	3,759.48	4,379.40
Rail Car	65,098.19	65,098.19
Building	633,359.93	634,379.93
Workshop	8,276.80	8,276.80
Security System	9,258.55	9,258.55
Landscaping and Upgrades	15,499.73	15,499.73
Total Capital Assets	801,062.14	811,753.84
Other Non-Current Assets		
Computer Software	2,313.06	3,221.76
Exhibits	1,628.00	1,628.00
Total Other Non-Current Assets	3,941.06	4,849.76
TOTAL ASSET	888,037.89	914,289.49
LIABILITY		
Current Liabilities		
Accounts Payable	8,566.33	5,601.15
Vacation payable	1,092.80	0.00
EI Payable	88.32	0.00
CPP Payable	210.16	0.00
Federal Income Tax Payable	479.61	0.00
Total Receiver General	778.09	0.00
Total Current Liabilities	10,437.22	5,601.15

Hinton Historical Society Comparative Balance Sheet

	As at 05/31/17	As at 05/31/18
TOTAL LIABILITY	<u>10,437.22</u>	<u>5,601.15</u>
EQUITY		
Owners Equity		
Retained Earnings - Previous Year	821,347.78	877,882.17
Current Earnings	56,252.89	30,806.17
Total Owners Equity	<u>877,600.67</u>	<u>908,688.34</u>
TOTAL EQUITY	<u>877,600.67</u>	<u>908,688.34</u>
LIABILITIES AND EQUITY	<u>888,037.89</u>	<u>914,289.49</u>

Hinton Historical Society

Comparative Income Statement

	Actual 06/01/17 to 05/31/18	Actual 06/01/16 to 05/31/17
REVENUE		
Sales Revenue		
Museum Admission	4,021.33	67.00
Gift Shop Sales	2,214.25	213.00
Bingo	8,823.97	4,963.30
Pull Tickets	19,715.50	18,654.00
Casino Revenue	0.00	20,834.67
Memberships	720.00	1,040.00
Lower Level / Museum Rental	355.00	0.00
Books/DVDS/Misc	599.00	2,517.00
Town Of Hinton - Misc. Funding	90,170.90	67,192.00
Raffle Revenue	1,433.00	0.00
Event Revenue	4,092.88	370.00
Donations in Kind	10.00	52.49
Donations	4,959.59	11,632.25
Net Sales	<u>137,115.42</u>	<u>127,535.71</u>
Interest		
Interest - Bus Sav #1	131.06	27.95
Total Interest	<u>131.06</u>	<u>27.95</u>
Other Revenue		
Interest Revenue	30.09	23.05
Total Other Revenue	<u>30.09</u>	<u>23.05</u>
TOTAL REVENUE	<u>137,276.57</u>	<u>127,586.71</u>
EXPENSE		
Cost of Goods Sold		
Books	245.75	1,160.00
Freight Expense	175.81	29.83
Total Cost of Goods Sold	<u>421.56</u>	<u>1,189.83</u>
Payroll Expenses		
Wages & Salaries	57,852.67	34,080.30
EI Expense	1,355.13	861.03
CPP Expense	2,591.37	1,570.96
WCB Expense	166.00	524.00
Total Payroll Expense	<u>61,965.17</u>	<u>37,036.29</u>
General & Administrative Expe...		
Accounting & Legal	545.00	161.04
Staff / Volunteer Appreciation	263.42	29.69
Advertising & Promotions	3,101.31	275.88
Raffle Expenses	0.00	311.61
Bingo Expenses	10,342.70	9,232.76
Misc Event/Fundraising Expenses	3,319.78	446.50
Casino Expenses	0.00	3,849.99
Business Fees & Licenses	-79.45	25.00
Association Membership Expense	424.44	476.32
Security	369.00	465.09
Courier & Postage	308.81	70.57
Gift Shop Supplies	1,604.28	1,724.79
Herb and Flower Garden Supplies	141.14	0.00
Supplies	282.72	549.52
Artefact / Display Cleaning Supplie	0.00	160.88
Display / Exhibit Supplies	3,487.39	1,411.56
Insurance	2,664.40	3,557.02

Hinton Historical Society

Comparative Income Statement

	Actual 06/01/17 to 05/31/18	Actual 06/01/16 to 05/31/17
Interest & Bank Charges	130.30	94.55
Office Supplies	5,098.22	1,888.93
Misc. Event / Holiday Supplies	820.14	568.43
Repair & Maintenance	3,270.49	1,813.65
Telephone	1,089.01	246.00
Conferences	900.00	0.00
Travel	955.73	758.05
Utilities	5,044.84	4,989.87
Total General & Admin. Expen...	44,083.67	33,107.70
TOTAL EXPENSE	106,470.40	71,333.82
NET INCOME	30,806.17	56,252.89

Hinton Historical Society

Comparative Balance Sheet

ASSET	As at 05/31/18	As at 05/31/19
Current Assets		
Bingo Float	400.00	0.00
NRM Operations - Share Account	1.01	1.05
Servus Rewards #1	0.00	0.31
NRM Operations General Account	3,332.05	1,932.99
Cash to be deposited	2,011.53	1,493.22
Museum Register Float	200.00	200.00
General Chequing	1,854.09	9,354.76
Servus Rewards #2	0.00	2.50
Prov Gov't - Business Savings #1	73,778.43	57,826.24
Common Shares - Servus	427.51	442.39
Share - Bingo	1.10	1.14
Bingo Bank Account	4,122.54	0.00
Pull Ticket Bank Account	8,908.75	0.00
Share - Pull Ticket	1.25	1.29
Casino	10.13	4,561.31
Shares - Casino	1.23	1.27
Total Cash	95,049.62	75,818.47
GST Paid	586.04	488.63
GST - Casino	0.00	93.67
GST - Bingo	3.70	0.00
GST pull tickets	22.71	0.00
Total Receivable	612.45	582.30
Prepaid Expenses	2,023.82	2,134.65
Total Prepays	2,023.82	2,134.65
Total Current Assets	97,685.89	78,535.42
Capital Assets		
Computer & Peripherals	4,525.61	5,596.43
Furniture and Fixtures	10,288.95	18,503.04
40' Storage Container	4,312.80	4,312.80
Diorama (Landscape)	50,000.00	50,000.00
Display Items/Cases	5,733.88	6,615.09
Equipment	4,379.40	4,379.40
Rail Car	65,098.19	65,098.19
Building	634,379.93	634,379.93
Workshop	8,276.80	8,276.80
Security System	9,258.55	9,258.55
Landscaping and Upgrades	15,499.73	15,499.73
Total Capital Assets	811,753.84	821,919.96
Other Non-Current Assets		
Computer Software	3,221.76	3,296.28
Exhibits	1,628.00	1,628.00
Total Other Non-Current Assets	4,849.76	4,924.28
TOTAL ASSET	914,289.49	905,379.66
LIABILITY		
Current Liabilities		
Accounts Payable	5,601.15	5,004.44
Uncashed Cheque Liability	0.00	481.50
Mastercard Payable	0.00	3,347.92
Total Current Liabilities	5,601.15	8,833.86
TOTAL LIABILITY	5,601.15	8,833.86
EQUITY		

Hinton Historical Society Comparative Balance Sheet

	As at 05/31/18	As at 05/31/19
Owners Equity		
Retained Earnings - Previous Year	877,882.17	908,688.34
Current Earnings	30,806.17	-12,142.54
Total Owners Equity	<u>908,688.34</u>	<u>896,545.80</u>
TOTAL EQUITY	<u>908,688.34</u>	<u>896,545.80</u>
LIABILITIES AND EQUITY	<u>914,289.49</u>	<u>905,379.66</u>

Hinton Historical Society

Comparative Income Statement

	Actual 06/01/18 to 05/31/19	Actual 06/01/17 to 05/31/18
REVENUE		
Sales Revenue		
Museum Admission	3,460.50	4,021.33
Gift Shop Sales	3,959.15	2,214.25
Bingo	1,968.95	8,823.97
Pull Tickets	2,688.44	19,715.50
Casino Revenue	1,825.00	0.00
Memberships	710.00	720.00
Lower Level / Museum Rental	3,985.00	355.00
Books/DVDS/Misc	86.00	599.00
Commissioned Projects	150.00	0.00
Town Of Hinton - Misc. Funding	75,120.00	90,170.90
Grant Funding - Other Organizati...	4,455.41	0.00
Raffle Revenue	0.00	1,433.00
Event Revenue	1,960.00	4,092.88
Donations in Kind	0.00	10.00
Donations	5,925.88	4,959.59
Specific Item Sponsorship	10,850.00	0.00
Net Sales	117,144.33	137,115.42
Interest		
Interest - Bus Sav #1	218.42	131.06
Total Interest	218.42	131.06
Other Revenue		
Interest Revenue	19.20	30.09
Total Other Revenue	19.20	30.09
TOTAL REVENUE	117,381.95	137,276.57
EXPENSE		
Cost of Goods Sold		
Books	0.00	245.75
Freight Expense	543.46	175.81
Total Cost of Goods Sold	543.46	421.56
Payroll Expenses		
Wages & Salaries	82,834.90	57,852.67
EI Expense	1,904.19	1,355.13
CPP Expense	3,692.98	2,591.37
WCB Expense	149.32	166.00
Total Payroll Expense	88,581.39	61,965.17
General & Administrative Expe...		
Accounting & Legal	0.00	545.00
Staff / Volunteer Appreciation	631.34	263.42
Advertising & Promotions	3,163.66	3,101.31
Bingo Expenses	1,200.55	10,342.70
Misc Event/Fundraising Expenses	1,736.57	3,319.78
Casino Expenses	4,196.06	0.00
Business Fees & Licenses	0.00	-79.45
Association Membership Expense	435.02	424.44
Security	368.52	369.00
Courier & Postage	60.63	308.81
Gift Shop Supplies	3,038.88	1,604.28
Herb and Flower Garden Supplies	70.61	141.14
Supplies	1,067.90	282.72
Display / Exhibit Supplies	3,477.73	3,487.39

Hinton Historical Society

Comparative Income Statement

	Actual 06/01/18 to 05/31/19	Actual 06/01/17 to 05/31/18
Exhibit Sharing / Costs	252.25	0.00
Insurance	5,065.02	2,664.40
Interest & Bank Charges	205.29	130.30
Office Supplies	6,763.05	5,098.22
Misc. Event / Holiday Supplies	10.36	820.14
Repair & Maintenance	1,359.47	3,270.49
Telephone	1,421.33	1,089.01
Conferences	86.35	900.00
Travel	1,010.09	955.73
Utilities	4,778.96	5,044.84
Total General & Admin. Expen...	40,399.64	44,083.67
TOTAL EXPENSE	129,524.49	106,470.40
NET INCOME	-12,142.54	30,805.17