



TOWN OF HINTON
REGULAR COUNCIL MEETING MINUTES
Tuesday, August 16, 2022

COUNCIL PRESENT: Marcel Michaels, Albert Ostashek, Brian LaBerge, Ryan Maguhn, Trevor Haas, and JoAnn Race

COUNCIL ABSENT: Stuart Taylor

STAFF PRESENT: Paul Hanlan, Interim CAO, Jennifer Davey-Campbell, Executive Assistant, Debbi Weber, Planning & Development Manager, Winston Rossouw, Director of Infrastructure and Development Services, Heather Waye, Parks, Recreation & Culture Manager, Mindi Petkau, Planning Technologist, Chad Oshanyk, Arena Parks Supervisor, and Alexa Wade, Communications Assistant, Heather Mark, Municipal Intern.

1. ORDER

The Town of Hinton respectfully acknowledges that it is located on Treaty 6 Territory and Métis Nation Region No. 4. These are the traditional territories and ancestral lands of Indigenous Peoples including the Plains Cree First Nations, Aseniwuche Winewak Rocky Mountain First Nations, Stoney, Tsuu T'ina, Nakota, Denesuline, Saulteaux, Mountain Métis, Michif, and many other communities that continue to enrich the land on which the Town of Hinton was established.

With this sentiment,

1.1. Call to Order

RC-220816.01

Mayor Michaels called the meeting to order at 4:03 p.m.

2. ADOPTION OF AGENDA

2.1. Regular Council Agenda

RC-220816.03

Motion by Councillor Race that Council adopts the Agenda as amended.

Carried Unanimously

3. COUNCIL MINUTES FOR ADOPTION

3.1. Committee of the Whole Meeting Minutes - July 26, 2022

3.2. Special Council Meeting Minutes - July 29, 2022

3.3. Regular Council Meeting Minutes - August 2, 2022

3.4. Committee of the Whole Meeting Minutes - August 9, 2022

RC-220816.04

Motion by Councillor LaBerge that Council adopt the minutes from July 26, 2022, July 29, 2022, August 2, 2022, and August 9, 2022.

Carried Unanimously

4. CITIZENS' "MINUTE WITH COUNCIL"

4.1. None.

5. DELEGATIONS AND PRESENTATIONS

5.1. Award of QE2 Platinum Jubilee Pins - Hinton Fire Department, Presented by the Honorable Gerald Soroka, MP.

The Honorable Gerald Soroka presented QEII Platinum Jubilee Pins to Fire Chief Maurice deBeaudrap, Deputy Fire Chief Jim Smith, Platoon Cpt. John Sanders, Platoon Cpt. Andrew Corless and Platoon Cpt. Adison Vidrih

RC-220816.05

Motion by Councillor Haas that Council move into Closed Session at 4:15 p.m.

Carried Unanimously

6. CLOSED SESSION

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at a closed meeting except a resolution to revert to the open council meeting in public or to recess.

6.1.

RC-220816.06

Motion by Councillor Haas that Council returns to Regular Council Meeting at 4:53 p.m.

Carried Unanimously

The Regular Council Meeting resumed at 4:58 p.m.

7. ACTION ITEMS

7.1. Mobile Vendors Bylaw No. 1170 - Third Reading - MD-2594 & 2595

RC-220816.07

Motion by Councillor Haas That Council give Mobile Vendors Bylaw No. 1170 Third and Final Reading, as presented.

Carried Unanimously

7.2. Beaver Boardwalk Rehabilitation Funding Opportunity and BBOC Design Recommendations

RC-220816.08

Motion by Councillor Maguhn That Council approve the recommendations of the Beaver Boardwalk Community Oversight Committee for inclusion in the design plans for the Beaver Boardwalk Rehabilitation Funding Application.

That Council direct Administration to update the BBOC Terms of Reference to reflect the consolidation and inclusion of BEBO Committee and BBOC recommendations as previously approved by Council.

Carried Unanimously

7.3. Town Policies, Procedures and Directive Policies (CL) #1106 Update

RC-220816.09

Motion by Councillor Race That Council approves the 2022 updates to the Town Policies, Procedures, and Directives Policy 1106 as presented in Attachment 1.

Carried Unanimously

7.4. Q1/Q2 Financial Reporting

RC-220816.10

Motion by Councillor Maguhn That Council accepts the Q1/Q2 2022 Operating Budget, Revenue and Expense Report for information.

Carried Unanimously

7.5. Appointment of Financial Reviewer - Hinton Public Library

RC-220816.11

Motion by Councillor Haas That Council approves JDP Wasserman as Financial Reviewer for the Hinton Public Library effective August 16, 2022.

Carried Unanimously

8. REPORTING

8.1. Council Reports

- Boards and Committees of Council

8.2. Chief Administrative Officer

- Reporting
- Status Report

9. CORRESPONDENCE

9.1. Council Information Package for June 29, 2022 & August 5 & 12, 2022.

RC-220816.12

Motion by Councillor Haas to accept the Information Packages from June 29, August 5, and August 12, 2022, as information.

Carried Unanimously

10. NOTICES OF MOTION

10.1 None.

11. CLOSED SESSION

Section 197(2) of the Municipal Government Act specifies that a council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of FOIP. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests. No bylaw or resolution can be passed at a closed meeting except a resolution to revert to the open council meeting in public or to recess.

11.1. Land Development Update -Closed per s. 16 of FOIP

Motion by Councillor Haas that Council move to Closed Session at 5:30 p.m.

Winston Rossouw & Debbi Weber joined the Closed Session.

Winston Rossouw & Debbi Weber left the Closed Session.

11.2. CAO Recruitment Committee Update - Closed per s. 17 of FOIP
Motion by Councillor Haas that Council come out of Closed Session at 6:48 p.m.

RC-220816.13

Motion by Councillor LaBerge that Council approve the changes to the draft CAO Contract as discussed in Closed Session.

Carried Unanimously

RC-220816.14

Motion by Councillor Haas to direct the Mayor to sign the CAO Contract.

Carried Unanimously

12. ADJOURNMENT


12.1. Call for Adjournment of Meeting

RC-220816.15

Motion by Councillor Maguhn that Council adjourn the meeting at 6:55 p.m.

Carried Unanimously



Mayor

Interim Chief Administrative Officer



TOWN OF HINTON Administrative Report

DIRECTION REQUEST REQUEST FOR DECISION INFORMATION ITEM

DATE: Regular Council Meeting of August 16th, 2022
PRESENTED BY: Paul Hanlan, Interim Chief Administrative Officer
RE: Q1/Q2 2022 Operating Budget, Revenue and Expense Report

Recommended Action

That Council approves JDP Wasserman as Financial Reviewer for the Hinton Public Library effective August 16th, 2022.

Background

Until 2021 the Town had approved its Director of Corporate Services as Financial Reviewer of the Hinton Public Library. This approval is necessary to confirm an individual or agency (familiar with the library's financial records) who would be prepared to sign grant applications on behalf of the library. With the departure of the Town's Corporate Services Director earlier this year the library has found itself without a suitable and appointed Financial Reviewer.

Currently the library is seeking to complete and submit a grant application for the province's 2022 Public Library Board Operating grant. The grant application must be reviewed and signed by the library's approved Financial Reviewer.

The firm of JDP Wasserman are the Town's Auditors and prepared the Hinton Public Library "2021 Statement of Receipts and Disbursements" (Attachment 1) and are currently most familiar with the financial affairs of the library.

Analysis

Based on the background (above), and after consultation with a JDP Wasserman representative, it would be appropriate for the Town's Audit firm to be appointed as Financial Reviewer for the Town of Hinton.

Implications of Decision

Approval of a Financial Reviewer for the Hinton Public Library allows the library to finalize and apply for a Province of Alberta 2022 Public Library Board Operating Grant.

Financial Implications	
Items	Comments
Operating Cost/Implications	N/A
Capital Cost	N/A
Budget Available	N/A
Source of Funds	N/A
Unbudgeted Costs	N/A

Options / Alternatives

1. That Council approves JDP Wasserman as Financial Reviewer for the Hinton Public Library effective August 16th, 2022.

Attachment

1. 2021 Statement of Receipts and Disbursements Hinton Public Library

Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

**Alberta Municipal Affairs
Public Library Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 427-4871
libgrants@gov.ab.ca**

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2021 Statement of Receipts and Disbursements

Original or emailed copies are accepted



JDP Wasserman & Associates *
Chartered Professional Accountants

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Edmonton, AB T5W 1G5
Telephone: (780) 479-7327
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5010 – 51st Street
Wetaskiwin, AB T9A 1L3
Telephone: (780) 352-8982
Fax: (780) 352-5285
E-mail: info@jdpwasserman.com

101, 4946 – 50th Street
Camrose, AB T4V 1R1
Telephone: (780) 608-4849
Fax: (587) 386-0079
E-mail: info@jdpwasserman.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of receipts and disbursements of the Hinton Municipal Library as at and for the year ending December 31, 2021. We have not performed an audit or review engagement in respect of this statement of receipts and disbursements and, accordingly, we express no assurance thereon. Readers are cautioned that this statement of receipts and disbursements may not be appropriate for their purposes.

Edmonton, Alberta
June 24, 2022



ISRAEL WASSERMAN PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANT

Financial Review

For the: **Town of Hinton Library Board**
 Legal name of library board*

*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 9 or 12.7 of the *Libraries Act*), not a library board member.

Print Name: JDP Wasserman & Associates Chartered Professional Accountants

Signature: 

Date: June 24, 2022

RECEIPTS FOR YEAR	Reporting Period 2021
Cash balance at beginning of year, January 1	
01 Cash on hand	
02 Total in current bank accounts	
03 Total in savings accounts	
04 Term deposits	
05 Other committed funds (e.g. trust funds and bequests)	
06 TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$0.00
Government contributions	
07 <u>Local appropriation (Cash transfer from your municipality for operations)</u>	\$445,215.00
08 Provincial library operating grant (do not combine with other provincial funding)	\$54,529.00
Other government contributions	
09 Cash transfer from <u>neighbouring municipality</u>	\$44,898.65
10 Cash transfer from <u>another municipal or intermunicipal library board</u>	
11 Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	
12 Cash transfer from Improvement District/Summer Village	
13 Cash transfer from School board, FCSS	
14 Employment programs (e.g. Canada Summer Jobs)	
15 Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a _____	

15b		
15c		
Other revenue		
16	Book sales	\$5,286.27
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	
18b	Fines	
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	
22	GST refund	
23	Interest	\$93.79
24	Transfers from reserve accounts	\$79,174.62
25	Other income (please list)	
25a	Community Contributions	\$6,965.82
25b		
25c		
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$636,163.15
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$636,163.15
CASH DISBURSEMENTS FOR YEAR		Reporting Period 2021
Staff		
28	Salaries, wages and benefits	\$413,167.20
29	Honoraria (volunteers)	
30	Moving expenses	\$403.71
31	Course or conference fees	
32	Travel and hospitality (staff)	\$228.44
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$413,799.35
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	\$19,676.58
35	Periodicals and newspapers	\$773.82
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$20,450.40
Administration		
39	Audit and/or annual financial review	
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$300.00
41	Equipment rentals and maintenance	\$4,767.01
42	Contracts for services (e.g. bookkeeping, IT services)	\$1,195.35
43	Legal fees, bank charges, refunds and deposits	\$661.70
44	Library supplies (incl. binding & repair)	
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	
46	Postage and box rental	\$45.90
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$7,399.51
48	General office supplies (incl. stationery, printing and copier supplies)	\$6,438.06
49	Telephone and telecommunications (incl. internet connections)	\$6,604.04
50	Other materials and supplies	\$44.00
51	Other expenses	\$4,539.43
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$31,995.00
CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2021
Building costs		
53	Insurance	
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
55	Utilities	
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	

57	Rent	
58	TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$0.00
Transfer payments		
59	Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)	\$44,228.72
59a		
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL TRANSFER PAYMENTS (add lines 59 and 60)	\$44,228.72
62	TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$510,473.47
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	\$97,310.71
Capital expenditures		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	\$19,174.62
67	Other (please list)	
67a	Amortization	\$9,204.35
67b		
68	TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	\$28,378.97
69	TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$636,163.15

Cash balance at end of reporting year		
70	Cash on hand	
71	Total in current bank accounts	
72	Total in savings accounts	
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL CASH ON HAND (add lines 70 to 74)	\$0.00
76	TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$636,163.15

Summary of cash receipts and disbursements statement

For the year ended December 31, 2021

	Reporting Period 2021
Total cash receipts for the year (from line 26)	\$636,163.15
SUBTRACT Total cash disbursements for the year (from line 69)	\$636,163.15
Net cash increase or (decrease) from operations	\$0.00
ADD Total opening cash on hand and in bank (from line 6)	\$0.00
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$0.00

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

